

WESTBURY TOWN COUNCIL

At a MEETING of the POLICY & RESOURCES COMMITTEE held at THE LAVERTON,
BRATTON ROAD, WESTBURY, on MONDAY 3rd OCTOBER 2016 at 7.00 pm.

PRESENT: Cllrs M Sutton (Acting Chairman), S Andrews, D Bradshaw
D Jenkins, D Windess, Mrs A McCann (Town Clerk)
and Mrs J Dyer

R.1605 APOLOGIES (if any) AND REASONS FOR ABSENCE.

Cllr Hawker	Personal
Cllr King	Personal

R.1606 DISPENSATIONS. NONE

R.1607 DECLARATIONS OF INTEREST AND REASONS. NONE

R.1608 MINUTES. To confirm and sign the Minutes of the Committee Meeting held on the 6th June 2016.

RESOLVED TO AGREE

R.1609 MATTERS ARISING (if any) FROM THESE MINUTES. Note: no new decisions can be taken.

NONE

Members Matters Arising. NONE

R.1610 WILTSHIRE COUNCILLORS' REPORTS.

Cllr Jenkins

A consultation questionnaire is currently being circulated regarding the 2017/18 Local Government Finance Settlement and Cllr Jenkins encourages all members to read and respond to the questionnaire.

R.1611 RECOMMENDATION received from Streetscene Working Group 5th September 2016
Roundabout Policy

Proposal:

Recommend a roundabout policy to the Town Council as part of the on-going review of the Councils Policies and identifying the gap in the policies available to the Council.

Background:

Currently the Town Council does not have any documentation for the sponsorship of roundabouts. This has made it difficult when chasing outstanding payments as there is little evidence of an agreement with sponsors or the payment terms. Policies will be quality checked bi-annually to

make sure the information and statutory responsibilities are current. Version control and review dates will be included.

Recommendation:

Policy and Resources Committee to approve the new roundabout policy and recommend to Town Council this policy is adopted.

RESOLVED to accept the proposed new roundabout policy and recommend to Town Council this policy is adopted.

**R.1612 RECOMMENDATION received from Town Clerk on 14th September 2016
Lists of payments**

Purpose

To revise the way committees approve lists of all payments made from the town councils bank account

Background

The procedure currently used to approve a list of payments made by the Town Council is to compile a list manually each month from the transactions as they clear our bank account. This is a time consuming process that relies on transactions clearing our account before they are approved (a manual cheque recently took 4 months to be paid in and clear our account) and there has never been a double check procedure in place to ensure accuracy.

During our monthly accountants visit, a list of all payments registered on our accounting system is produced and this list is currently published on our website. DCK Beavers recommended that payments are approved when they are registered on our accounting system and not when they clear our bank account.

The benefits of approving payments from a report we already produce and publish would be increased efficiency and accuracy as well as less time consuming for the Finance Assistant.

Recommendation

To approve future lists of all payments from reports produced directly from the Omega accounting system.

RESOLVED to accept to approve of all future lists of payments from reports produced directly from the Omega accounting system.

**R.1613 RECOMMENDATION received from Town Clerk on 14th September 2016
Grant application for Matravers School**

Proposal:

To recommend to Town Council a £500.00 grant to Matravers School for delivering two Shakespeare productions to the Westbury Community in partnership with Oddsocks theatre company.

Background:

Matravers school was successful in securing a grant for a production in 2015-16. This year Matravers approached the Town Council in July but due to the timing of the Council meetings, the Council was unable to approve the grant ahead of the event. This is a retrospective request for funding to keep the cost of ticket prices low.

Recommendation:

Policy and Resources Committee recommend the Matravers grant request to the Town Council in November.

RESOLVED to recommend to Town Council that Matravers School be awarded a retrospective grant of £500

R.1614 RECOMMENDATION received from the Events Working Group on 22nd September 2016

Ground Sockets**Proposal:**

To install new sockets in the Market Place near The Lopes and Garston Vets.

Background:

It became apparent this year, in preparation for the Summer Fayre & Concert, that the ground sockets in the Market Place were submerged in water and no longer usable and generators had to be hired. The sockets had not been maintained in previous years and filters had become blocked.

Recommendation:

To remove existing faulty outlet sockets and install a new 63-amp single outlet by The Lopes and a new 32-amp single outlet by the vets, as per the attached quote. Total value is £1,465.00 + VAT and the funding to be taken from the Rolling Capital Fund.

These works to be carried out in time for the Christmas Events Day, 3rd December 2016.

RESOLVED to agree the above recommendation

R.1615 RECOMMENDATION received from Town Clerk on 22nd September 2016
To consider The 2017/18 Local Government Finance Settlement
Technical Consultation Paper.

Recommendation:

The P&R committee to consider all responses received from councillors and format an agreed Town Council response to the consultation. All Councillors are welcome to attend the P&R Committee and express their views on the night (see attached).

RESOLVED to ask the Assistant Town Clerk to collate comments already received from councillors (previously circulated) and to circulate to all councillors by email once complete. It was further agreed to include the following comment in the response - "The Policy &

Resources Committee opposes the proposed limiting of Town & Parish Councils increasing their precept to a limit of 2% of its annual budget.

A 2% limit is disproportionate to the size of the budget of a smaller town or parish council and this would have a far greater budgetary impact than on a larger council with a much higher budget.

It is also noted that larger councils have more assets which could be sold than smaller councils as well as more opportunities to generate additional income”.

R.1616 CHAIRMAN’S MATTERS FOR REPORT NONE

R.1617 REVIEW OF POLICIES

As part of the on-going review of the Councils policies, as agreed by the P&R Committee on 6.6.16, the committee is to approve the amendments and recommend to Town Council that the following policies are adopted:

- Equalities Policy
- Disability Policy

RESOLVED to recommend adoption of the revised Equalities and Disability policies to Town Council in November 2016

R.1618 BUDGET BID

Budget Bids received from the Events Working Group

- 1 Budget bid of £2,000 to be placed in the Rolling Capital Fund, as a contingency for repairs to Christmas Lights and also to cover the replacement of the remaining two electrical boxes in the Market Place.
- 2 An overall increase to the Christmas Events budget of £1000

RESOLVED to recommend the following budget bid from the Events Working Group to Town Council in November 2016:

- 1 **Budget bid of £2,000 to be placed in the Rolling Capital Fund, as a contingency for repairs to Christmas Lights and also to cover the replacement of the remaining two electrical boxes in the Market Place.**
- 2 **An overall increase to the Christmas Events budget of £1000.**

R.1619 CLERK’S CORRESPONDENCE/MATTERS. NONE

R.1620 WORKING GROUP'S REPORTS/RECOMMENDATIONS:

1. Events Working Group – No report submitted
2. Westbury Tourism Working Group – Report below

The group met and discussed scoping issues and a suggestion from Cllr King that Wiltshire Council might prefer us to work more closely with neighbouring parishes

ACTIVITY OVERVIEW

Market Towns meeting:	The group discussed the comments gathered from the forum. The general view is that you need a plan and staying power; those who give up when little seems to happen by definition fail. It takes a long time to turn around a town.
Wiltshire Council:	Since the last meeting, the clerk and chair attended a meeting with Tim Martienssen and Georgina Clampitt-Dix regarding neighborhood planning and also town benchmarking. This will be reported to the group on September 12 th
Coach Parking	To tourism/Visit Wiltshire
Welcome pack	Deferred to 2017
Benchmarking	The group discussed whether this was worthwhile (see Wiltshire Council above)
Vision for Westbury & Other plans	The group asked the clerk to find copies of previous reports that the council had generated on improving the town to either consider resurrecting or to inform the NP discussions.
Maps	Continue to review mapping software to provide a general purpose map for all town council publications/business. Defer map production.

FUTURE OBJECTIVE

Agree scoping for NP

Revisit car parking

3. Delegation of Services Working Group – No report submitted
4. Great War Commemoration Working Group – No report submitted
5. Business Plan Working Group – Group not met
6. Editorial Working Group – No report submitted

R.1621 TASK & FINISH GROUP REPORTS/RECOMMENDATIONS:

1. Community Governance Review – Group not met
2. Structure Review – Group not met
3. Grants Scrutiny – No report submitted

R.1622 ACCOUNTS:

List of Payments – The following payments, made from April to August 2016, were approved:

Schedule No	Month	Amount
499 (Revised 14.9.16)	April 2016	£ 25,452.05
500 (Revised 14.9.16)	May 2016	£ 72,187.46
501 (Revised 14.9.16)	June 2016	£110,550.55
502 (Revised 14.9.16)	July 2016	£ 50,260.54
503	August 2016	£ 42,081.29

19.19pm

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

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Chairman