

WESTBURY TOWN COUNCIL

AT THE MEETING OF THE TOWN COUNCIL HELD AT THE LAVERTON, BRATTON ROAD,
WESTBURY ON MONDAY, 7th NOVEMBER 2016 AT 7.00 PM

PRESENT: Cllr S Andrews (Chairman)

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

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

Also in attendance: PC Louis McCoy
Seven members of the public

T.3614 PUBLIC FORM:

John Hadfield

- New Town Crier

Peter Biggs

- Westbury Festival – would like to see a lunchtime concert once a month throughout the year
- Winter Planting – Looking lovely
- Christmas Booklet – Does the income from the adverts cover printing costs?
- Post Office closure – Is Morrisons being asked?
- Agenda Item 14 – Bad Debt from Roundabout Sponsorship

Annabel Cunningham, Izzy Campbell and Abigail Rose

- Litter in Westbury

WDC Tout

- Thanks to the New Clerk and her staff for new procedures
- Protocols and policies
- Mayoral powers – Only has casting vote
- Working Group meetings – Should not be beholden to unitary councillor duties/meetings
- Future bookings at the Laverton – private Mayoral functions should not take precedence over paying clients
- If meeting goes on too long tonight, may have to leave

T.3615 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:

| | | |
|-----------------|---|----------|
| Cllr D Anderson | - | Business |
| Cllr D Bradshaw | - | Personal |
| Cllr D Jenkins | - | Personal |
| Cllr P Wakeman | - | Business |
| Cllr D Windess | - | Business |

| | | |
|---------------|---|--------------------|
| Cllr I Taylor | - | No Apologies Given |
|---------------|---|--------------------|

T.3616 DISPENSATIONS:
None

T.3617 DECLARATIONS OF INTEREST:
None

T.3618 MINUTES.
The Minutes of the Town Council Meeting held on the 5th September were confirmed and signed by the Chairman.

T.3619 MATTERS ARISING FROM THESE MINUTES (if any). Note: no new decisions can be taken.
None

Members' matters arising from these previous Minutes.
None

T.3620 POLICE REPORT

PC Louis McCoy reported on:

- The Community Policing Team model went live in Swindon at 7am this morning, completing the roll out across Wiltshire and Swindon, with seven teams in total.
- Crime level is within normal tolerance range.
- Criminal Damages – 10 vehicles were damaged in October and a suspect is being questioned.
- Antisocial Behaviour in Edward Street – Three people from the identified group are being referred to ASBRAC. There have been no more reports in the last four weeks, but patrols will continue.

T.3621 WILTSHIRE COUNCILLORS' REPORTS.

Cllr G King

- Community Matters Event at Leigh Park Community Centre tomorrow night from 18.30
- Wiltshire Council meeting 18.10.16 – Accepted four-year Medium Term Financial and Efficiency Plan 2017-2020, which sets out a Council Tax increase of 2% each year for 2017-2020 and a Social Care Levy increase of 2% each year for 2017-2020. Wiltshire Council have overspent this year by 8.3% and the money will be paid by the General Fund reserves

Cllr R Hawker;

- Post Office – Post Office website is not yet advertising business opportunity. Suggest the Clerk contacts Tim Martiensen at Wiltshire Council to see if he can offer advice.
- Cinder Track Path - Currently collecting witness statements to apply to make this a Rights of Way. However, an issue has arisen where section 57 of the British Transport Commission Act 1949 states: *it has not been possible to acquire a right of way by prescription over land owned by the commission and forming an access or approach to, among other things,*

any station, depot, dock or harbour belonging to the commission. It would appear this has put a stop to the application but awaiting to hear.

- Extra Westbury Area Board meeting on Wednesday 9th November to deal with “Grants”, which couldn’t be dealt with at the last meeting due to it not being quorate.

T.3622 **MINUTES of COMMITTEES.** The following minutes were received and noted:

| | | |
|--|---|----------|
| Highways, Planning & Development Committee | - | 19/09/16 |
| Highways, Planning & Development Committee | - | 17/10/16 |
| Policy & Resources Committee | - | 03/10/16 |
| Finance Committee | - | 22/08/16 |

T.3623 **MATTERS ARISING FROM THESE MINUTES** (if any). **Note: no new decisions can be taken.**

None

T.3624 **RECOMMENDATION received from POLICY AND RESOURCES COMMITTEE dated 3rd October 2016.**

Roundabout Policy

Recommendation:

Policy and Resources Committee recommend Town Council adopt the new roundabout policy (P&R minute R.1611 refers)

RESOLVED: To AGREE the above recommendation

T.3625 **RECOMMENDATION received from POLICY AND RESOURCES COMMITTEE dated 3rd October 2016.**

Grant application for Matravers School

Recommendation:

Policy and Resources Committee recommend Town Council award Matravers School a retrospective grant of £500 (P&R minute R.1613 refers).

RESOLVED: To AGREE to above recommendation

T.3626 **RECOMMENDATION received from POLICY AND RESOURCES COMMITTEE dated 3rd October 2016.**

Ground Sockets

Recommendation:

Policy and Resources Committee recommend to Town Council: to remove existing faulty outlet sockets in the Market Place and install a new 63-amp single outlet by The Lopes and a new 32-amp single outlet by the vets at a total cost of £1,465.00 + VAT and the funding to be taken from the Rolling Capital Fund (P&R minute R.1614 refers).

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

RESOLVED: To AGREE to above recommendation

T.3627

RECOMMENDATION received from POLICY AND RESOURCES COMMITTEE dated 3rd October 2016.

Revised Policies

Recommendation:

Policy and Resources Committee recommend Town Council adopt the following revised policies: (P&R minute R.1617 refers – policies circulated with P&R agenda dated 3rd October 2016).

- Equalities Policy
- Disability Policy

RESOLVED: To AGREE to above recommendation

T.3628

RECOMMENDATION from THE TOWN CLERK dated 28th October 2016.

Bad Debt – Roundabout Sponsorship

Proposal:

To ask the Town Council to write off a £675.00 debt for roundabout sponsorship. Financial Regulation 1.13 – Writing off bad debts. “The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions”.

Background:

A local business in Westbury has sponsored roundabout signs for several years. Invoices remain unpaid for the following period:

2014-2015 £75.00

2015-16 £300.00

2016-17 £300.00

Total outstanding £675.00

There is evidence of email communication between the Town Council and the manager of Saffron until March 2016. However, the Clerk can find no email confirmation from Saffron that the company wished to continue with roundabout sponsorship after March 2015 or any signed agreement.

Since April 2016, the Town Council has introduced:

- A draft Roundabout Policy that is sent to all new sponsors to be signed, dated and returned to the Town Council for filing.
- A new process introducing a three-stage generic debt letter.
- From March 2017, all sponsors will receive a letter asking if the company wishes to continue with roundabout sponsorship and this will include an acceptance form (signed and dated) to be returned to the Council.

- The Clerk is developing a debt policy.

Recommendation:

The Clerk will continue to tighten the procedures and processes surrounding sponsorship arrangements to ensure there is adequate paperwork to enable full debt recovery through the small claims Court. In the meantime, the Town Council should consider writing off this debt of £675.00.

RESOLVED: To AGREE to above recommendation

T.3629 CONSULTATION ON INITIAL PROPOSALS FOR NEW PARLIAMENTARY CONSTITUENCY BOUNDARIES IN THE SOUTH WEST – consultation period runs from 13 September – 5 December 2016 (full details available to view at www.bce2018.org.uk).

Page 14, paragraph 48 of the “Initial Proposals for New Parliamentary Constituency Boundaries in the South West” proposes Westbury becomes part of the new proposed constituency named Warminster and Shaftesbury.

RESOLVED: To AGREE to respond to the consultation with the following response:

Westbury Town Council accepts the initial proposals as they stand, but the name for the new constituency, proposed as Warminster and Shaftesbury mentioned in paragraph 48, should be amended to: Westbury, Warminster and Shaftesbury. This would then reflect the historical importance of Westbury town.

T.3630 ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31st MARCH 2016 AND NOTICE OF CONCLUSION OF THE AUDIT

To formally note the Annual Return for 2015-2016, the External Auditor’s Report and Notice of Conclusion of the Audit.

RESOLVED: To AGREE to formally note the above.

T.3631 CLERK’S CORRESPONDENCE/MATTERS:

- Remembrance Sunday – 13th November 2016
- Service on 11th November at 11am at War Memorial – all Councillors welcome to attend.
- Christmas Lights Event Day & Lights Switch-on 3rd December 2016 – still require councillors to volunteer to help on the day
- Christmas in Westbury Booklet – this is currently being distributed
- Laverton Caretaker – Richard has handed in his resignation letter and will be leaving us at the end of march 2017. We will be advertising I December and hope to have someone in post in February to shadow Richard.
- CO-OP Supermarket Closing 26th November 2016. The Post Office will be closing also on this date until the 5th December.
- Town Council Reference T.3558 asked for feedback on Active Trowbridge attendance 2016. The attendance was as follows:

- *Wednesday 3rd August* **75**
- *Wednesday 10th August* **113**
- *Wednesday 17th August* **60**
- *Wednesday 24th August* **47**
- *Wednesday 31st August* **82**
- Total** **377**

- New Town Crier – John Hadfield introduced himself and thanked the Council for the opportunity. His first engagement will be the Christmas Events Day.

T.3632 THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.
Cllr Sutton presented the following report:

The group met in October for the first time since June and decided it was time to review the structure in which the Laverton operates and whether it needed revising in view of the ever-changing profile of the Town Council. It was agreed to investigate in more depth

- Job Descriptions and responsibilities of staff
- Viability and community benefit of Laverton for wedding receptions
- Bar Stock and profit margin
- Bar Staffing and other support services
- Community use and profit use.

The application to receive lottery funding for the works at the back of the building had been declined with the lottery stating that they will only consider a grant if it can demonstrate integration of ethnic and community groups which at present we are unable to satisfactorily progress.

The group will investigate other sources of funding.

The next meeting in December will look at these matters with the relevant data and then decide on the best course of action to recommend to Town Council.

T.3633 THE CCTV WORKING GROUP

Cllr Tout reported that the CCTV Working Group met recently and talked through the budget. Wheelers have taken over the maintenance contract with effect from 01/11/2016.

T.3634 COMMUNICATIONS BY THE TOWN MAYOR.

None

T.3635 BUDGET BIDS:

The following table below of budget bids presented to Town Council, was NOTED.

| Committee / Working Group | Date | Minute Reference | Bid Value Requested | External Funding T.3419 (02.11.15) requested | Notes |
|-------------------------------------|----------|------------------|---------------------|--|---|
| Laverton Institute Management Group | 20.10.16 | | 10000 | No | To allow for planned maintenance works at The Laverton (décor, small works, guttering etc.) |
| HP&D | 17.10.16 | P.4361 | 20000 | No | Increase capital reserve to enable the creation of a Neighbourhood Plan |
| P&R | 22.08.16 | F.220 / T.3426 | 2500 | Yes | Further support funding from HLF to enable a memorial service to commemorate the Great War in 17-18 |
| P&R | 03.10.16 | R.1618 | 2000 | No | Increase capital reserve for repairs and replacement of Christmas Lights & two electrical boxes |
| P&R | 03.10.16 | R.1618 | 1000 | No | Increase the overall Christmas Events budget by £1000 |
| CCTV | 21.09.16 | | 1173 | No | Increased charges for monitoring, cleaning & maintenance contract and broadband |
| CCTV | 21.09.16 | | 2000 | No | Increase the fund available for repairs to existing CCTV camera's (shelf life of components) |
| HP&D | 19.09.16 | P.4331 | 1800 | No | Increase flower planting by 10% (sponsorship income) Towns in Bloom |
| HP&D | 19.09.16 | P.4331 | 1040 | Yes | Hanging basket tree (number of interested sponsors, to provide the hanging baskets) |
| Total | | | 41513 | | |
| Previously approved at Town Council | | | | | |
| Management Group | 05.09.16 | T.3609 | 2000 | No | Capital fund for IT contingency and improvement |
| Play Areas | 05.09.16 | T.3592 | 13945 | No | Inspection, Insurance, grounds maintenance, waste in ten additional play areas |
| Delegation | 05.09.16 | T.3595 | 12796 | No | Cleaning of Westbury Public Conveniences (not including utilities & inspections) |
| Delegation | 07.03.16 | T.3484 | 8170 | No | Public Conveniences - running costs and maintenance |

T.3636 BUDGET VARIANCES REPORT

The following table of budget variances presented to Town Council, was NOTED.

| Month 6. Financial Regulations (4.8) Report highlighting a variation of 15% or £100 | | | | | | | |
|---|--------------------|-----------------------|----------------|--------|-------------------|---------------------|--|
| Budget Code | Description | % Variation - month 6 | Actual to date | Budget | Projected Outturn | Projected Variation | Explanation |
| Admin | | | | | | | |
| 101/4005 | Training Staff | 147.8 | 1108 | 750 | 1600 | 850 | CiLCA training plus registration / H&S on-line |
| 101/4009 | Travel staff | 60.2 | 301 | 500 | 450 | -50 | Attending CiLCA |
| 101/4015 | Computer Support | 101.5 | 1624 | 1600 | 2000 | 400 | Office 365 installation / phone changes new Clerk |
| 101/4016 | H&S | 58.5 | 29 | 50 | 152 | 102 | New operator chair |
| 101/4021 | Telephone | 80.9 | 2023 | 2500 | 3050 | 550 | Additional line in the lift |
| 101/4023 | Stationery & print | 89.3 | 2233 | 2500 | 3000 | 500 | Increased colour printing - now controlled |
| 101/4025 | Insurance | 86.1 | 2152 | 2500 | 2152 | -348 | Paid in full - June |
| 101/4026 | Subscriptions | 90.4 | 1537 | 1700 | 1537 | -163 | Paid in full |
| 101/4030 | Newsletter | 36.9 | 1477 | 4000 | 2730 | -1270 | New supplier - savings |
| 101/4031 | Advert - recruit | 0 | 0 | 1000 | 250 | -750 | New laverton Caretaker |
| 101/4042 | Maint contracts | 0 | 0 | 2000 | 0 | -2000 | |
| 101/4055 | Audit fees | 9.2 | 300 | 2275 | 2000 | -275 | |
| 101/4058 | HR & H&S | 0 | 2700 | 2000 | 0 | -2000 | New 5 year contract plus on-line H&S training |
| 101/4061 | Business Plan | 0 | 0 | 4500 | 0 | -4500 | To produce glossy Business Plan in 16-17 (Working group has not met) |
| 101/4106 | Hospitality | 0 | 0 | 250 | 0 | -250 | No events planned |
| Total | | | | | | -9204 | |
| CCTV | | | | | | | |
| 103/4025 | Insurance | 81.8 | 327 | 400 | 327 | -73 | Paid in full June |
| 103/4042 | Maint contracts | 83.9 | 15108 | 18000 | 16840 | -1160 | BT Redcare paid April 16 (£15107) plus new Wheelers contract £3480 quarterly |
| Total | | | | | | -1233 | |
| The Laverton | | | | | | | |
| 208/4016 | H&S | 137.6 | 138 | 100 | 140 | 40 | Chemical cupboard for kitchen |
| 208/4025 | Insurance | 87.2 | 2092 | 2400 | 2400 | 0 | Paid in full June |
| 208/4026 | Subscriptions | 156.6 | 274 | 175 | 274 | 99 | Agreed to advertise in wedding magazine |
| 208/4043 | Maint Equip | 120.9 | 1209 | 1000 | 1209 | 209 | Repairs to cooker hood |
| Total | | | | | | 348 | |

T.3637

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:

SEPTEMBER - £123,154.24 - Schedule 504

20.20hrs

Signed on behalf of the Meeting
this ninth day of January 2017

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Chairman

DRAFT