

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
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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 1 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