

WESTBURY TOWN COUNCIL

At a MEETING of the POLICY & RESOURCES COMMITTEE held at THE LAVERTON,
BRATTON ROAD, WESTBURY, on MONDAY 5th DECEMBER 2016 at 7.00 pm.

PRESENT: Cllrs M Sutton (Acting Chairman), S Andrews, G King
D Jenkins, R Hawker, Mrs D Urch (Town Clerk)
and Mrs J Dyer

Also in attendance: Cllrs Cunningham, Morland and Tout

R.1623 Public Forum
Cllr Tout

- Concerns regarding withdrawal of public phone boxes and conflicting deadlines for end of consultation period

R.1624 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.

Cllr Taylor – Personal
Cllr Bradshaw - Personal

R.1625 DISPENSATIONS.

None

R.1626 DECLARATIONS OF INTEREST (if any) AND REASONS.

None

R.1627 MINUTES.

The Minutes of the Policy & Resources Committee Meetings held on the 3rd October 2016 were agreed and signed by the Chair.

R.1628 MATTERS ARISING (if any) FROM THESE MINUTES. Note: no new decisions can be taken.

None

Members Matters Arising.

None

R.1629 WILTSHIRE COUNCILLORS' REPORTS.

Cllr R Hawker

- Public Rights of Way along the path known as The Cinder Track to Westbury Train Station. The land is owned by Network Rail and leased by DB Cargo. Cllr Hawker will submit a Rights of Way Claim in the public interest to allow Wiltshire Council to challenge.

Cllr D Jenkins

- Continued concerns regarding weight restrictions and volume of traffic using the railway bridge. Cllr Jenkins will take this issue to HP&D Committee to ask what Westbury Town Council can do to assess the extent of the problem.

Cllr King

- Wiltshire Council have launched a "Get involved" campaign which aims to help the community get involved in local services.

- John Mortimer has been appointed as the new Chair of the Wiltshire & Swindon Local Enterprise Partnership.
- Exploratory groundworks on the bore hole at Westbury Leigh Car Park have been more extensive than originally thought.

R.1630 NOTICE OF MOTION received from Cllr G King on November 25th 2016

Proposal:

The Westbury Community Area Board seeks to work in partnership with Westbury Town Council and South West England Ambulance Service to: strategically locate as many open accessed (24/7) community defibrillators as necessary in the first instance and to upskill the local population in administering CPR.

Background:

There are approximately 28,000 incidences in England of sudden cardiac arrest annually (SCA). The average survival rate in England of SCA is 8.6%.

The survival rate of SCA is greatly improved by the immediate response of family members and the public in calling 999, administering cardiopulmonary resuscitation (CPR), and the availability of strategically placed community defibrillators. There are currently no open access community defibrillators in Westbury.

Recommendation:

That the Policy & Resources Committee considers the following proposal regarding the purchase of community defibrillators:

- a) To work in partnership with the Area Board;
- b) To match the Area Board contribution of £5k to be paid from Capital Reserve, towards the purchase and placement of defibrillators;
- c) For VAT purposes to act as project lead in the purchase and placement of defibrillators from South West England Ambulance Service
- d) The Town Improvement Group should undertake and complete a mapping exercise by the end of January for the placement of defibrillators in the community considering centres of population, areas people congregate together and the optimum distances involved.

RESOLVED: To AGREE to above recommendation

R.1631 RECOMMENDATION received from Community Governance Task & Finish Group on November 27th 2016

Proposal:

To submit to Wiltshire Council a proposal to consider and amend the boundaries currently defining Westbury Council.

Background:

The boundaries defining Westbury were fixed before the modern age and are often based on geographic features that have no logic in places where development and trade has rendered them no longer applicable or sensible.

In addition, common usage and practice have given locations an identity that is not compatible with their official location.

An example would be the West Wiltshire Industrial Estate where the majority of businesses list their location as within Westbury although they lie within another parish and the chalk figure popularly known as the Westbury White Horse although it too lies outside the Westbury boundary. This review was partly but not totally undertaken because maintenance and upkeep of the said figure has been provided by Westbury at a cost whilst the owning parish has declined to contribute.

These are but two examples that led Town Council to ask for a boundary review.

The proposal and recommendation that follow are a result of that review.

* a submission will not take place until Wiltshire Council have completed their boundary review in 2017.

Proposed changes:

1. The boundary be redrawn so that West Wilts Industrial Estate be included within Westbury including the The Ham which is currently outside Westbury
2. The boundary on the White Horse be redrawn so that the White Horse itself is within Westbury but Bratton Fort stays within Bratton.
3. The boundary be redrawn so that the ex-Cement works be totally within Westbury and not split in half as currently designated and that the boundary be straightened to give it more sense.
4. The boundary between Leigh Park and Dilton Marsh be clarified by designating Mane Way as the boundary mark.
5. Consideration be given as to whether Old Dilton should be within Dilton Marsh and also to remove the current anomaly where the line puts some houses on one side and some the other. The uninhabited wilderness south could be offered to Upton Scudamore and Dilton Marsh should they wish to incorporate within their boundaries.

Recommendation:

P & R committee approve the recommendation or amend if required and forward to Town Council for approval.

RESOLVED: To AGREE to above recommendation

R.1632 RECOMMENDATION received from Grants Scrutiny Task & Finish Group on November 28th 2016

Proposal:

To improve the council's grant awarding policy and processes associated with it to make it clearer, more robust, improve decision making and demonstrate proper scrutiny.

This Task and Finish Group was set up following a recommendation from Town Council to P&R on 4th January 2016

1. That bodies receiving regular grants are asked to supply information about themselves and the purpose for which grants are requested.
2. That bodies receiving grants annually report to the Council their activities in the preceding months.
3. The Council may choose to review recipient's activities in a proportionate and transparent manner and publicly report its findings.

4. Policy & Resources Committee would be asked to select and scrutinise 10 organisations each year who received small grants.

Background:

There have been a number of queries by the new Town Clerk and councillors over recent years as to how we manage our grants (or small grants). The previous process had grown up over years. In particular concerns have been raised about various issues including (but not exclusively):

- a. The repeat use of grants by some organisations “our annual cheque” without any real understanding as to how the grant would be used
- b. Whether all the organisations actually needed the grants they receive
- c. What information we have about activities of some groups – what they do, who they help
- d. Whether we are encouraging dependency by some groups
- e. Whether enough councillors are involved in the selection process
- f. That although we reserve the right to ask to see evidence of expenditure and results we typically don't do this
- g. Use grants as a way of getting closer to groups in the town

The group consider all these items and more in producing a suggested new policy. Members of the group with the clerk also examined the policies of nearby councils (which were largely more detailed and more like the new proposed policy in scope)

The draft policy has been shown to applicants (very clearly labelled draft) in the hope of feedback (there has been little) and with a letter from the clerk explaining that we are looking at changing our process so that applicants would be forewarned.

Risks: Staff and council time as always. That by being more discerning over grant awarded some groups may be “annoyed” that they no longer get their regular money.

Recommendation:

The policy & resources committee recommend the adopt the draft Grant Aid Policy to Town Council.

RESOLVED: To AGREE the above recommendation with an upper limit of £1,000 for small grants.

R.1633

RECOMMENDATION received from Grants Scrutiny Task & Finish Group on November 28th 2016

Purpose:

To establish an on-going group to review grant applications and to scrutinise them before and after awards.

If the new grant policy is adopted it is suggested that this T&F be converted into a working group with an annual remit.

Background:

Grants have historically been voted on by Town Council without a great deal of information being available to the council. The review of grant applications has been “light” and only carried out by one or two councillors. There has not usually been any follow up to check on grant spending and the result of

projects. The new task and finish group recommends that should its scrutiny plans for this year be adopted that this group meets each year to complete the same tasks.

1. Review the policy.
2. Schedule advertising.
3. Scrutinise applications – requesting further information from applicants as deemed necessary.
4. Make a recommendation (non-binding) to the finance committee with more information available before a final vote by full Town Council.
5. Select applications to be reviewed after the grants have been given.
6. Find out more about the groups in the town who use our support and see how else we may be able to work with them to meet the aims of the council.

Risks & Finance: As with all working groups there is staff time. The process this year would have involved more meetings because the group developed a more detailed policy. The number of meetings for review purposes would vary depending on the number of applications.

If the Town Council does not become more robust and inclusive in its grant processes it could be subject to criticism as being arbitrary or secretive.

Recommendation:

The policy & resources committee recommends to Town Council to convert the Grants Scrutiny Task & Finish Group into an ongoing Working Group.

RESOLVED: To AGREE the above recommendation

R.1634

PAYPHONE CONSULTATION

To consider Westbury Town Councils response to the attached Payphone Consultation.

RESOLVED: To AGREE to respond to the payphone consultation with the following response: Westbury Town Council considers that the payphones located at Queens Road and Phoenix Rise to be integral to the wellbeing of our community due to their location.

R.1635

CHAIRMAN'S MATTERS FOR REPORT

None

R.1636

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:

- Complaints Procedure
- Gifts & Hospitality Policy (New)

RESOLVED to accept the revised Complaints Procedure and proposed new Gift & Hospitality policy and recommend adoption of both to Town Council.

R.1637 GRANT FUNDING 2016/17
List of applications received for review (previously circulated by email), prior to consideration by the Finance Committee on 12th December 2016.

Noted

R.1638 BUDGET BIDS
None

R.1639 CLERK'S CORRESPONDENCE/MATTERS.

- Response from Imperial Charities regarding their affiliation to Westbury Town Council has been noted.
- Letter of thanks received from Matravers School for grant of £500.

R.1640 WORKING GROUP'S REPORTS/RECOMMENDATIONS:

Events Working Group – To be circulated after Christmas Event

Westbury Tourism Working Group

The tourism group met 28/11/16

Lilly Bale drew to our attention a piece of “editorial” that had been created by Visit Wiltshire about Westbury that had a number of errors and which she felt did not say enough about Westbury; the group agreed and made improvements (which were immediately submitted to VW – the deadline was that afternoon).

We agreed to convene a meeting of model railway enthusiasts to see if there was any interest in establishing some kind of model railway museum in the town; no commitments of any kind at this stage.

We noted that there has been some progress with the phone box in the market place; the group is interested to see if, in addition to the town council's thoughts about a defibrillator, it might also be used as a small leaflet library.

The staff have tracked down the original area board grant that provided the notices at the White Horse viewing area; we would like to cost matching signs which promoted more of what is happening in Westbury. Councillor King offered to see if WC can provide more details as to the supplier of the signs.

Cllr I Cunningham

Delegation of Services Working Group – No report received

Great War Commemoration Working Group

The Great War Working Group has agreed a plan for its main event next year to commemorate the battle of Messine, which was one of the first major battles in the Great War where tanks were used.

The group plans to hire a small portable WW1 replica tank that is made of wood and light metal alloy and powered by electrical motors. There will also be additional static displays and a “Make a Tank” themed craft session for the children.

The size of the tank is about 1.5 x 2.00 meters. Other army equipment may also be added, but this is yet to be confirmed. The event will take place on 10th June next year in the High Street.

There will also be a presentation by Andrew Field about WW1 Tanks on the evening of Friday 9th June.

The group realised that good publicity is needed to help the event to be a success and this will be discussed at the next meeting in January.

Cllr David Jenkins

Business Plan Working Group – Group not met

Editorial Working Group

The working group met in mid-November to consider the draft newsletter and was of the opinion that it was much better than the previous edition and a better read both visually and in content. The next issue will be in December as the publication dates needed to be brought back to the original agreed schedule.

The Town Clerk penned a letter on behalf of the group to the White Horse News in response to recent comments from a resident and that has been duly published.

Designing and arranging the newsletter in-house has produced not only a better quality production but also a reduction in costs.

Councillors are reminded that the Editorial Group merely oversee the production and articles and ideas are welcome from every member.

Mike Sutton

R1641 TASK & FINISH GROUP REPORTS/RECOMMENDATIONS:

Community Governance Review

The group met on November 24th when the main focus was on identifying those areas where the boundaries could be re drawn and where Westbury could make submissions but of course any alterations would have to be endorsed by those affected but on some locations there are no electors.

Any submission made to Wiltshire Council will have to await their boundary review.

A fuller description can be found in the published minutes.

Mike Sutton

Operational and Organisational

The group has met twice to review the Terms of Reference and to decide on the parts of the organisation and operations of the council that should be reviewed including all those subjects referred to it by Town Council or committee.

The group allocated various subjects to ten two or three member sub groups who will submit their deliberations to the full working group in January 2017. The full group will then determine what recommendations or not should then proceed. It was felt that this method of review was more effective than any alternative and would release staff for more pressing matters.

A full list of the subjects for review are available within the minutes and interestingly one of the matters for consideration is whether circulation of minutes renders reports unnecessary.

Mike Sutton

Grants Scrutiny – Recommendations received and shown above

R.1642

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:

OCTOBER 2016 - £138,784.64 - Schedule 505

20.10hrs

**Signed on behalf of the Meeting
this sixth day of February 2017**

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Chairman