

## **WESTBURY TOWN COUNCIL**

At a MEETING of the POLICY & RESOURCES COMMITTEE held at THE LAVERTON,  
BRATTON ROAD, WESTBURY, on MONDAY 6<sup>th</sup> FEBRUARY 2017 at 7.00 pm.

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

**Also in attendance:** Cllrs Cunningham, Morland and Tout

- R.1643 Public Forum**  
**Cllr W D Tout**  
Questions why there is an agenda item electing a chair and asks why we can't continue with a deputy.  
  
Cllrs Cunningham, Morland and Tout requested to speak at specific agenda items.
- R.1644 TO ELECT A CHAIRMAN**  
  
***RESOLVED: To AGREE to allow Cllr M Sutton (Deputy Chair) to continue as acting chair.***
- R.1645 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.**  
  
Cllr Jenkins – Personal  
Cllr Bradshaw - Personal
- R.1646 DISPENSATIONS**  
None
- R.1647 DECLARATIONS OF INTEREST (if any) AND REASONS**  
None
- R.1648 MINUTES**  
The Minutes of the Policy & Resources Committee Meetings held on the 5th December 2016 were agreed and signed by the Chair.
- R.1649 MATTERS ARISING (if any) FROM THESE MINUTES. Note: no new decisions can be taken**  
  
None  
  
**Members Matters Arising**  
  
None
- R.1650 WILTSHIRE COUNCILLORS' REPORTS**  
  
**Cllr King**  
Wiltshire Council recently approved a programme of capital grants to local schools for ongoing maintenance and the provision of extra classrooms.

Responding to a question from Cllr Tout regarding rumours about the reduction in business rates for public conveniences, Cllr King said that Wiltshire Council has not formally considered this as yet however the rate support grant is to be phased out over the next 4 years although the distribution of business rate income has yet to be confirmed.

**Cllr Hawker**

Re-iterated the need to wait until details of future for business rates are confirmed.

**R.1651**

**RECOMMENDATION received from the Cllr I Cunningham on 28<sup>th</sup> November 2016**

Purpose

To allow the clerk or assistant clerk to make corrections to policies without the need to bring them before committees

Background

Westbury Town Council has a number of policies which suffer from

- 1) Typos, spelling errors and poor grammar and punctuation
- 2) Poor and inconsistent formatting  
This makes them hard to read, hard to edit and look unprofessional
- 3) Lack numbering, page number, contents, relevant references (to law etc.).  
No review dates, publication dates etc.

These need to be tidied up as and when without clogging up the committees of the town council or its committees.

I note that the rules for neighbourhood planning allow corrections to be made to a plan without need for a full referendum and repeating of the process i.e. just by inspection.

Observations: Changes that alter the meaning of any policy must be put through a committee agenda. Any councillor who believes a change is more than a correction can ask for the policy to be put on an agenda for a vote as usual

Recommendation

That the clerk & assistant clerk be delegated to make changes in the form of corrections and formatting without the need to review by council committees. The clerk should be required to inform all councillors of when these corrections occur – ideally with links in e-mail (although councillors who cannot access these can come to the office to inspect).

***RESOLVED: To AGREE to amended recommendation below:***

That the clerk & assistant clerk be delegated to make changes in the form of typographical corrections and formatting without the need to review by council committees.

The clerk should be required to inform all councillors of when these corrections occur – ideally with links in e-mail (although councillors who cannot access these can come to the office to inspect).

**R.1652**

**RECOMMENDATION received from the Operations and Organisation Working Group on 21<sup>st</sup> January 2017**

Purpose:

To increase the efficiency and improve the operation of Town Council

Background:

Westbury Town Council instructed the P & R committee to investigate whether the structure and organisation of the council was compatible with the increased duties and responsibilities of the council.

The P & R committee then set up a working group to deliver recommendations and as part of that work looked at a number of subjects each of which would report back to the parent committee as that work concluded.

Proposal:

The working group discussed and scrutinised the structure and efficiency of Task and Finish and Working Groups and agreed the following recommendations

- Parent Group of Grants Scrutiny should be Finance
- TIG and Tourism should combine
- Streetscene and CCTV should combine and report to P & R
- Rather than submit reports to Town council or parent committees the relevant notes of those meetings should be circulated
- Where applicable staff need not be present at all working group meetings but could be called in to note decisions or give advice at the discretion of the chair.

Recommendation:

To recommend to Town Council the proposed changes to Working Group and Task & Finish Groups in order to increase the efficiency and improve the operation of Town Council.

***RESOLVED: To AGREE to the above recommendation.***

R.1653

**RECOMMENDATION received from the Editorial Working Group on 24<sup>th</sup> January 2017**

Purpose:

To note and approve Terms of Reference of Editorial Working Group.

Background:

The editorial group was set up by P & R committee to oversee the publication of the quarterly newsletter and a draft remit was given to that working group for considerations and amendment as necessary and now comes back to the parent committee for approval and adoption.

Proposal:

That the Policy and Resources Committee note and approve the finalised Terms of Reference

Recommendation:

That the Policy and Resources Committee note and approve the finalised Terms of Reference for the Editorial Working Group.

***RESOLVED: To AGREE to the above recommendation.***

R.1654

**RECOMMENDATION received from the Town Clerk on 24<sup>th</sup> January 2017**  
Proposal

That the P&R Committee discuss and agree a response to a complaint received from a member of the public.

Background

A member of the public has sent a written complaint to the Town Council after an item of footwear sustained some damage whilst visiting the public conveniences in the High Street car park on 3.12.16.

The Town Clerk has investigated this incident and reported the following:

- The boots damaged were approx. 12 months old.
- There have been no other reported accidents by members of the public using the public toilets to the Town Council. We know an average of 4710 people use the toilet facilities each month.
- The Clerk and Town Caretaker investigated the doors immediately following the complaint. The doors are metal and have square corners. The doors were in good working order. Pushing the door into a leather shoe and hand caused no damage.
- The Clerk contacted Wiltshire Council Insurance department 07.12.17 to understand if they had received similar incidents during the time Wiltshire Council managed the facilities. The Insurance Officer confirmed, they had no reported claims.

Recommendation

The P&R Committee discuss and agree the response to the complaint received from a member of the public following damage to their footwear when using the public convenience during the Christmas Event and Light switch on 03.12.16.

***RESOLVED: To AGREE to the recommendation below:***

It was resolved to agree to ask the Town Clerk to write to the member of the public concerned advising the following:

Westbury Town Council believes it is not at fault as it had no control over the position of the foot/footwear when the door was moved causing the damage. It was further agreed that to make any kind of payment would set a dangerous precedent for future claims of this nature.

The Town Clerk will also inform our insurers of the possibility of a claim as a result of this complaint.

R.1655

**RECOMMENDATION received from the Cllr I Cunningham on 26<sup>th</sup> January 2017**  
Proposal

That Westbury Town Council adopts single and recognisable names for locations under discussion in committees, working groups, documents and other meetings.

Background

Westbury is an ancient town which has changed regularly over the centuries and rapidly in recent decades. Most places in Westbury have had more than one former name. E.g. Maristow Street was renamed from Silver Street in the

1820s by Sir Mannaseh Massey Lopes but it would not be helpful to use this name in a meeting.

Much confusion is generated (and time wasted) over discussion of sites involving previous names, owners, usage etc.; most of the this, whilst perhaps interesting in a pub conversation, is usually irrelevant to the matter at hand.

- 1) Old names may confuse staff and recent residents of Westbury (those who moved or those who may even have lived here all their lives but who are just “younger”)
- 2) Papers may be served incorrectly e.g. sent to the land owner with the wrong name.
- 3) Our notes, minutes and documents may confuse readers by changing name or using a name that can only be verified from historical records or speaking with elderly residents.
- 4) Using an old name to show that the speaker has a longer association with town than others present might wrongly suggest that the speaker is suggesting their views on a matter are somehow more relevant.

Ideally, we should use current postal addresses, or names on modern signage or the name that younger/newer residents would know. (As useful test is whether other names need to be preceded with “you will remember that” or “we used to call it” etc. This is a strong hint that whilst the information might be very useful to a group such as the heritage society, it is not useful for others.

Names that appear on old title deeds, asset databases etc. in areas that have been largely rebuilt should also be used with caution. Similarly, old names that relate to schools or other public buildings that have moved, closed or been demolished, or businesses that moved or ceased trading may not be useful when a location has an official new name.

Where there is a possibility of confusion, the council should record the other names (for reference) and then chose one name to go forward e.g. a document might say “formerly the Old Leatherworks but referred to as Acacia Avenue going forward”.

#### Recommendation

That when a place or area that has both current and older names is to be discussed in council business, the council agrees on the current name, records any previous names (if felt useful) and then the council staff and councillors use only that name in further discussions or documents.

That Westbury Town Council adopts single and recognisable names for locations under discussion in committees, working groups, documents and other meetings. That when a place or area that has both current and older names is to be discussed in council business, the council agrees on the current name, records any previous names (if felt useful) and then the council staff and councillors use only the agreed name in further discussions or documents.

**The above motion FAILED**

**R.1656**      **RECOMMENDATION received from the Cllr G King on 30<sup>th</sup> January 2017**  
That the P&R Committee considers the following recommendation and refers it to the Tourism Working Group for further consideration prior to Town Council in March 2017.

1. To make a one-off contribution of £1,750.00 to the West Wilts Model Engineers Society towards the cost of a Milling Machine to be paid from the Ear Marked Reserve for Grants.

**RESOLVED: To AGREE to the above recommendation.**

**R.1657**      **RECOMMENDATION received from the Cllr G King on 31<sup>st</sup> January 2017**  
That the P&R Committee considers the following recommendation regarding funding for the Westbury Festival and makes recommendations to Town Council in March 2017 (see attached).

- i. To make a one-off grant for £4,900.00 this year
- ii. Up to £5,000.00 in 2017/18 to be made up from unspent monies contained in that budget (if possible) similar to above
- iii. That we enter into a funding arrangement with the Festival Committee for the 2018/19 budget subject to a recommendation of Grants Scrutiny. If adopted this would be an early budget bid for that budget.

**RESOLVED: To AGREE to the above recommendation.**

**R.1658**      **GRANT FUNDING REQUESTS from Westbury Schools**  
To consider the following Grant Funding Requests from Westbury schools and make recommendations to Town Council in March 2017:

Bitham Brook Primary	£500 towards new playground markings
Westbury C of E Junior	£500 towards benches for new forest school and garden
Westbury Leigh C of E Primary	£500 towards new amp system and microphones
Westbury Infant School	£500 towards outdoor storage facilities for play equipment

**RESOLVED: To AGREE to recommend the grants listed above to Town Council in March 2017.**

**R.1659**      **CHAIRMAN'S MATTERS FOR REPORT**

None

**R.1660**      **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 Inclusion Policy

**RESOLVED to accept the revised Equalities Inclusion Policy and recommend its adoption to Town Council in March 2017.**

**R.1661**      **BUDGET BIDS**

None

**R.1662**

**CLERK'S CORRESPONDENCE/MATTERS.**

The committee noted the following letters of thanks received from recipients of small grants:

- Wiltshire Music Centre
- The Art, Craft & Natter Group
- Victim Support

**R.1663**

**WORKING GROUP'S REPORTS/RECOMMENDATIONS:**

**1. Events Working Group**

The general feeling was that the overall event was its usual success and well received by the residents of the town. The stall holders all felt it was well organized and the walkabout entertainment good, although it was felt that the Creature Encounter had difficulty getting through the crowds.

Parking worked better although a two hours' rota may be too long during cold weather. It was felt signage to the Warminster Road Car Park should be improved.

The front cover of the booklet will be updated every 2/3 years to keep it looking fresh. The children's party will continue at Leighton and Keith Brundsden will come back with suggestions for future activities.

All comments regarding the Christmas Lights were excellent but the group is looking to replace some of the older out of date lights (robin, candle, snowman) The group need to agree on whether to stay with the blue and white theme.

Some of the group felt the event was too long. The proposed date for next year was December 2nd. Consideration was given to charging a deposit of £20 (in addition to the pitch fee) to be refunded on the day. It was decided that we need to take a deposit to avoid empty pitches.

The group also considered other events in the coming year, for example; Fun days in the Park, Artisan Saturdays, Remembrance Sunday, and lighting the Beacon on the 100th anniversary of the end of WW1.

**2. Website Working Group** – Group not met

**3. Westbury Tourism Working Group** – Group not met

**4. Delegation of Services Working Group** – No report submitted

**5. Great War Commemoration Working Group** – Group not met

**6. Business Plan Working Group** – Group not met

**7. Editorial Working Group**

The Editorial Working Group met on Jan 24<sup>th</sup> and agreed the Terms of Reference as supplied.

The group considered the December newsletter and made various comments regarding the publication most of which was favourable to the format.

Suggestions were made as to improvements such as:

- Background colour where applicable
- No centre format for larger articles

Items for the Spring Newsletter may include:

- May Elections
- Precept and explanation as to why an increase has occurred
- Litter hotspots and future actions
- Victorian Exhibition
- Laverton Website
- Section 106/CIL and Planning
- Annual Town meeting
- Photo of Town Crier
- Do you know this old street?

8. **Grants Scrutiny Working Group** – Group not met

R.1664

**WORKING GROUP'S REPORTS/RECOMMENDATIONS:**

1. **Community Governance Review**

The final proposal was put to P & R committee in December and subsequently recommended to Town Council for approval to the January meeting.

Town council approved the proposal by a majority and the submission will now go to Wiltshire Council for consultation and consideration.

The map has to be enlarged if possible to provide more clarity.

As it has now become a Town Council action the Task and Finish group is at an end.

2. **Operational and Organisational**

The group met on January 16<sup>th</sup> to review some of the mini group activity and dealt with:

- Unitary Councillors
- Structure of Task and Finish and Working Groups
- Vacancies on council

Further clarity was required on Unitary Councillors and Vacancies but the recommendations regarding groups have been forwarded to the P & R committee for consideration.

The group intend to forward recommendations as they are finalised.

The next meeting is on Feb 10<sup>th</sup> when the group intend to look at:

- Structure of Committees
- Management Team
- Mayor's Protocol
- Unitary Councillors

R.1665

**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:

December 2016            -                            £172,347.97    -            Schedule 507

20.22hrs

Signed on behalf of the Meeting  
this third day of April 2017

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Chairman

DRAFT