

9th May 2017

YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL MEETING OF WESTBURY TOWN COUNCIL TO BE HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY, ON MONDAY 15th MAY 2017 AT 7.00pm.

Yours faithfully

Town Clerk

Public Forum

Register between 6.50pm – 7.00pm
Maximum input per person – 5 minutes
Forum not to exceed 30 minutes

**Petitions/Depositions to be lodged with the Town Clerk
at least five working days prior to the meeting**

AGENDA

Prayers

- 1. TO ELECT THE CHAIRMAN (TOWN MAYOR) FOR THE ENSUING YEAR AND RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE.** The retiring Mayor, Cllr Stephen Andrews, will make way for the newly elected Mayor who will take up the Chairman's seat. The newly elected Mayor will read out loud and sign the Declaration of Acceptance of Office, then will be invested with the Chain of Office.
- 2. THE APPOINTMENT OF THE TOWN MAYOR'S DEPUTY**
- 3. THANKS TO THE RETIRING TOWN MAYOR.** The Past Chairman's decoration will be presented by the Mayor.
- 4. TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSCENCE**
- 5. DISPENSATIONS –** Members to consider any dispensation requests received by the Town Clerk.
- 6. DECLARATIONS OF INTEREST (if any) AND REASONS.** (Members must be diligent regarding their interests and declare interests under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 made under s.30 (3) of the Localism Act 2011).

Members are reminded that they must, within 28 days of being appointed, register online to declare any pecuniary interests under s.30 (3) of the Localism Act 2011.

7. POLICE REPORT

8. WILTSHIRE COUNCILLORS' REPORT. Members wishing to ask questions of the Wiltshire Councillors are requested to give prior notice to the Clerk for onward transmission.

9. REPORT BY THE TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER. To accept the Clerk's Financial Report (see attached).

10. COMMUNICATIONS BY INCOMING TOWN MAYOR. To receive such communications as the Town Mayor may wish to lay before the Council.

11. REPORT BY JOHN HADFIED, WESTBURY TOWN CRIER. To receive report from the Town Crier.

12. MINUTES. To approve as a correct record the Minutes of the Town Council meeting held on **6th March 2017**, copies of these minutes have been circulated to each member and in accordance with Standing Order No.13(d) may be taken as read. (Copy of minutes attached).

13. MATTERS ARISING: Note: no 'new' decisions can be taken.

Members' matters arising from these previous minutes.

14. TO RESOLVE TO FILL THE SEVEN VACANCIES ARISEN FROM THE RESULT OF THE UNCONTESTED ELECTIONS 2017, UNDER THE POWER OF THE REPRESENTATION OF THE PEOPLE ACT 1985, SECTION 21a) (see attached).

15. RECOMMENDATION received from the HIGHWAYS, PLANNING & DEVELOPING COMMITTEE dated 20.03.17 (see attached)

Neighbourhood Plan Project Coordinator

Recommendation:

The Highways, Planning & development Committee recommend the appointment of a Project Coordinator and supporting mentor to help develop and deliver a Neighbourhood Plan for Westbury.

16. RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 03.04.17 (see attached)

Negotiating with Wiltshire Council

Recommendation:

The Policy & Resources Committee recommend to Town Council that councillors negotiating on behalf of Westbury Town Council with Wiltshire Council, on specific projects such as transferring assets, are accompanied by the Town Clerk or in her absence, the next available senior member of staff.

- 17. RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 03.04.17 (see attached)**

Mayors Protocol

Recommendation:

The Policy & Resources Committee recommends Town Council approves and adopts the Mayors Protocol document.

- 18. RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 03.04.17 (see attached)**

Purchase of Tablets for Councillors

Recommendation:

The Policy & Resources Committee recommends to Town Council the purchase of 15 tablets, at a cost of £2,500 and presents to a future council details of distribution and ownership as well as details of how documents will be read.

- 19. RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 03.04.17 (see attached)**

Co-option Guidance Document

Recommendation:

The Policy and Resources Committee recommends to Town Council the adoption of the attached Guidance document relating to co-option of new members to the council.

- 20. RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 03.04.17 (see attached)**

Amendment to Protocol for Public Forum

Recommendation:

The Policy & Resources Committee recommends Town Council adopts the attached amended document, with the addition of the following statement: "If councillors wish to speak and have seven days' notice, or more, the item should be placed on the agenda via the Town Clerk, however if it is an urgent matter, the item may be added to the agenda at the discretion of the Chair. This will be for discussion only; no decisions will be made".

- 21. RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 03.04.17 (see attached)**

Terms of Reference for The Management Team

Recommendation:

The Policy & Resources Committee recommends that Town Council adopts the attached terms of reference for the Management Team.

- 22. RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 03.04.17 (see attached)**

Bad Debts Policy

Recommendation:

The Policy & Resources Committee recommends Town Council approves and adopts the attached Bad Debt Policy.

23. RECOMMENDATION received from the HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE dated 18.04.17 (see attached)

Re-Naming of Bitham Mill

Recommendation:

The Highways, Planning & Development Committee recommend Town Council to consider the proposal and costings to re-name Bitham Mill. Suggested names: -

- Carters Avenue
- Malcolm Avenue
- Racehorse Avenue

24. RECOMMENDATION received from the HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE dated 18.04.17 (see attached)

Grant towards Tennis Courts at Matravers School

Recommendation:

The Highways, Planning & Development Committee recommends a grant of £5,000.00 towards the improvement of tennis courts (Astroturf and floodlights) at Matravers School.

25. AMENDED STANDARD FORMAT OF TEMPLATE FOR SUBMISSIONS TO COMMITTEES OR COUNCIL (see attached).

Further to minute T.3352 – the approval of a standard format for submissions to committee or Council, to show the recommendation directly on the agenda, with the purpose and background as attachments - members to approve the amendments to the attached template.

26. APPOINTMENT OF COMMITTEES. To appoint Members to serve on the following Committees for the ensuing year:

- a. **Highways, Planning & Development Committee**
- b. **Policy & Resources Committee**
- c. **Finance Committee.** Three members from HP&D and three members from P&R

27. PLACES, DATES AND TIMES OF MEETINGS. To consider and confirm that the dates and times of Meetings should be:

22nd May	Highways, Planning & Development Committee
5th June	Policy & Resources Committee
19th June	Highways, Planning & Development Committee
3rd July	Town Council
17th July	Highways, Planning & Development Committee
7th August	Policy & Resources Committee

14 th August	Finance Committee
21 st August	Highways, Planning & Development Committee
4 th September	Town Council
18 th September	Highways, Planning & Development Committee
2 nd October	Policy & Resources Committee
16 th October	Highways, Planning & Development Committee
6 th November	Town Council
20 th November	Highways, Planning & Development Committee
4 th December	Policy & Resources Committee
11 th December	Finance Committee
18 th December	Highways, Planning & Development Committee
8 th January	Town Council
15 th January	Highways, Planning & Development Committee
5 th February	Policy & Resources Committee
19 th February	Highways, Planning & Development Committee
5 th March	Town Council
19 th March	Highways, Planning & Development Committee
3 rd April	Policy & Resources (Tuesday due to Bank Holiday)
16 th April	Highways, Planning & Development Committee
23 rd April	Annual Town Meeting
7 th May	Annual Town Council Meeting

28. APPOINTMENTS OF REPRESENTATIVES ON OTHER BODIES. To appoint representatives to the following bodies and agree the arrangements and timescale for reporting back to Town Council, for example an update at the Annual Town Meeting:

- a. French Twinning
- b. Elbag Twinning
- c. BA13 Community Partnership and BA13+
- d. 68 (Westbury) Sqn ATC
- e. Westbury Area Board
- f. CATG
- g. WALC (no attendance through)
- h. Northacre Hills
- i. Warminster CCTV
- j. Wiltshire Rights of Way
- k. Westbury Heritage
- l. Welfare of the Elderly

To consider whether continued allocation is required to the following:

- m. Army Liaison
- n. Chamber of Commerce
- o. Swimming Association

29. WORKING GROUPS. To appoint Members to serve on the following Working Groups for the ensuing year:

- a. **Business Plan**
- b. **CCTV & Street Scene**
- c. **Delegation of Services**
- d. **Editorial**
- e. **Emergency Planning**
- f. **Events**
- g. **Grants Scrutiny**
- h. **Great War**
- i. **Internal Audit**
- j. **Laverton Institute Trust Management**
- k. **Operational & Organisational**
- l. **Play & Leisure Facilities**
- m. **Town Improvement Group & Tourism**

30. TASK & FINISH GROUPS. To appoint Members to serve on the following Task & Finish Groups for the ensuing year:

- a. **Post Office (NEW GROUP)**

31. MINUTES OF COMMITTEES. The Chairman of the relevant committees to propose adoption of minutes which have all been circulated to all members. To receive and note Minutes of the following Committees:

- a. **Highways, Planning & Development** **20.03.17 (previously circulated)**
- b. **Policy & Resources** **03.04.17 (attached)**
- c. **Highways, Planning & Development** **18.04.17 (attached)**

32. TO ADOPT WESTBURY TOWN COUNCIL'S STANDING ORDERS AND FINANCIAL REGULATIONS (see attached documents including the list of all changes over last 12 months).

33. APPOINTMENT OF THE TOWN COUNCIL'S INTERNAL AUDITOR. To confirm the re-appointment of RBS AUDITING SOLUTIONS LTD

34. APPOINTMENT OF THE TOWN COUNCIL'S EXTERNAL AUDITOR. To note that PKF LITTLEJOHN LLP has been appointed.

35. TO REAFFIRM ACCEPTANCE OF THE AUDIT AND ACCOUNT REGULATION (ENGLAND) REGULATIONS 2011 (SI 2011 No 817) (see attached).

36. APPROVE LIST OF BANK SIGNATORIES. To be decided at the meeting.

37. ANNUAL SUBSCRIPTIONS:

	2016/17	2017/18
Wiltshire Association of Local Councils/NALC	£1240.87	TBC
W.Wilts/Elblag Twinning Association	£10.00	£10.00
Society of Local Council Clerks	£260.00	£510.00
Clerks & Councils Direct	£12.00	£12.00
Community First	£36.00	TBC
Visit Wiltshire (Art & Activities)	£163.20	TBC
Visit Wiltshire (Town Partnership)	£760.00	TBC

38. CLERK'S CORRESPONDENCE:

- a. Thank you letter from Westbury Infant School
- b. Thank you letter from Bitham Brook Primary School
- c. Correspondence from Andrew Murrison MP regarding letter from Westbury Junior School concerning litter around school
- d. Letter from McColl's Retail Group concerning Post Office Service in Westbury

39. LOCAL COUNCIL RISK SYSTEM. The summary of all risk assessments that have been carried out and monitored by the Council are enclosed for review. Members to adopt and confirm the plan.

40. RECEIVE ASSET INVENTORY REPORT. To receive and confirm asset inventory report as correct record.

41. REVIEW OF COUNCILS INSURANCE. Members to note that following a review by the Internal Audit Working Group of the Insurance Schedule to ensure the council's assets are adequately covered, Zurich has been appointed as the insurance provider for a further three years, June 2017 – June 2010. A £1307.82 saving per annum has been negotiated.

42. EAR MARKED RESERVES & APPROVAL OF ANY BUDGET TRANSFERS (see attached).

43. DIRECT DEBITS. To approve the continuing use of the following variable direct debits:

- South West Communications (monthly – WTC Office telephone calls)
- South West Communications (quarterly – Service charge)
- Vodafone (D Urch/A Thomas/D Gmaj mobile phone calls)
- Npower (Laverton Hall electricity)
- Wiltshire Council (WTC Office Rates)
- Marstons (Laverton Bar)
- TV Licence (Laverton Hall)
- Public Works Loan Board
- Limesquare (monthly – WTC vehicle rental for contract hire for the caretaker)
- Corona Energy (Laverton Hall gas supply)
- Southern Electric (CCTV cameras & pillar in Market Place)
- BT Broadband (CCTV camera – Leigh Park CC)
- Wessex Water (Laverton Hall water & sewerage)
- Lloyds Bank (Laverton Hall charge card)
- ICO (Data Protection Registration)
- TV Licencing
- B2 (Website Hosting)
- 1:1 (Domain name)

44. PAYMENTS OF ACCOUNTS. To authorise lists of payments made since the last Meeting or to be made and to confirm the action of the Clerk, Chairman and one other Member in signing the necessary orders for payment and Bank Transfers:

March 2017

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£44,704.00