

**WESTBURY TOWN COUNCIL**

**At the ANNUAL MEETING of the TOWN COUNCIL held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY 15<sup>th</sup> MAY 2017 at 7.00pm.**

**PRESENT:** Cllr S Andrews (Chairman)

Cllrs: I Cunningham, R Hawker, M Kettleby, G King, F Morland, J Russ, M Sutton and WD Tout.

Staff: Mrs D Urch (Town Clerk) and Mrs A McCann

Also in attendance: 7 members of the public

**T. 3712 PUBLIC FORUM:**

**Dr Biggs:**

- Welcome to the new council
- Agenda Item 14: Co-option – How will this process be carried out?
- Agenda item 19: Co-option Guidance Document – How did you manage co-option before this?
- Agenda items 26-30 – Do you have quorate to carry out these items?
- What are your tasks for the next 12 months?
- Expenditure – The public need to see reports on the free car parking and defibrillator and if they are value for money.
- The Community Hub – most important task for next year.

Cllr Andrews advised Dr Biggs the council is quorate to deal with all items on the agenda.

**T.3713 TO ELECT THE CHAIRMAN (TOWN MAYOR) FOR THE ENSUING YEAR AND RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE.**

**Cllr Gordon King was elected as Town Mayor (Chairman) for the ensuing year.**

Cllr Gordon King then signed the Statutory Declaration of Acceptance of Office and immediately assumed the role of Chairman of the Council.

**T.3714 THE APPOINTMENT OF THE TOWN MAYOR'S DEPUTY**

There were two nominations: Cllr Ian Cunningham and Cllr David Tout. Cllr Tout withdrew for health reasons.

**Cllr Ian Cunningham was appointed as the Deputy Town Mayor for the ensuing year.**

**T.3715 THANKS TO THE RETIRING TOWN MAYOR**

The Mayor said it had been a great privilege to shadow Stephen over the last 12 months. It had been an honour to serve as his deputy and he had listened to his advice. Stephen had brought dignity to the office as Mayor. He hoped both Stephen and Mary enjoyed their retirement and gave them sincere wishes. The Mayor presented Stephen Andrews with his Past Chairman's decoration.

Cllr Cunningham wished him well stating he had been a great Mayor

Cllr Hawker praised Stephen on being a fine Mayor and achieving many fine things.

Cllr Sutton congratulated him for the way he conducted himself as Mayor and sitting through every committee and working group meeting. It will be hard to live up to the standard he has set.

Cllr Tout thanked Stephen on behalf of the town for all the work he has done and wished him a happy retirement.

**T.3716 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE**

None

**T.3717 DISPENSATIONS**

None

**T.3718 DECLARATIONS OF INTEREST**

None

**T.3719 POLICE REPORT**

No attendance on the night, apologies were given. Police report was received with the following update on Westbury:

For the month of April, crime figures are slightly lower than predicted. We were predicted to have 55 crimes and we have seen 51 reported throughout the month. The only crime type area that has been classed as an exception, is Violence with Injury which is a positive exception in that we have had 3 crimes reported and were predicted to have around 9.

There are no series of crimes to report, and a number of patrols within the Town Centre area have been conducted in accordance with our local patrol strategy

**T.3720 WILTSHIRE COUNCILLORS' REPORT.**

**Cllr G King:**

The full meeting of Wiltshire Council takes place tomorrow morning, where a new leader of Wiltshire Council will be nominated as well as members of committees.

**Cllr Hawker:**

During the election the issue of mobility scooters trying to navigate pavements, particularly Station Road, was highlighted to me. I will be passing this to the Highways, Planning & Development Committee to look at.

**T.3721 REPORT BY THE TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER.**

The report provides details of the Town Council services and projects delivered in the financial year 2016-17. The Town Clerk/Responsible Finance Officer has statutory duties in relation to the financial affairs of the Town Council.

The Highways, Planning & Development (HP&D) Committee meet monthly to review local planning applications and public consultations. Highways issues are discussed in partnership with Wiltshire Council (CATG). This group has considered the impact of large housing developments on the community and the town infrastructure. It has responded to consultations such as Rail Transport, Sports Pitches and Traffic Regulation Orders. The Town Improvement / Tourism and Play Areas Working group report to HP&D.

Policy and Resources suggest policy changes and recommend new policies and procedures to improve the working and efficiency of the Council. This

group will set the scope and terms of reference for a number of Working Groups such as; Delegation of Services, CCTV / Streetscene, Events, Emergency Planning, Business Plan, Operational & Organisational, Editorial and The Great War.

The Finance Committee has an advisory role with an overview of the Council's financial procedures, ensuring statutory duties are met in relation to Internal and External Audit, Budget and Precept requirements, Asset Register, Risk Management, Investments and the monitoring of grants. The Internal Working Group and Grants Scrutiny Committee report to the Finance Committee.

Area of Business	Activities	Budget Information
<b>Administration:</b> <b>Staffing and office costs</b> <b>Newsletter</b> <b>Audit</b> <b>Consultancy</b> <b>Business Plan</b>	<p>Regular team meetings, supervision and annual appraisals for all staff are now in place. Our Caretaker Richard Traylor retired in March 2017 and has been replaced by a Facilities Assistant; Dan Gmaj is working 25 hours each week, supporting The Laverton and helping the Town Caretaker manage the Council's responsibilities in the town.</p> <p>The team have been reviewing processes, ensuring we have statutory and essential policies and procedures in place for an efficient and modern Council. But it is recognised that there is still much to do.</p> <p>The Town Council has given permission to recruit a 30-hour admin assistant. This role will support all admin functions, be a first point of contact for our customers, report &amp; follow up on issues. The need for this new staff member has arisen as the responsibilities of the Town Council has grown along with the workload of the staff. The Town Council is very lucky to have an excellent, knowledgeable and dedicated team who go above and beyond. Please see staff structure attached for positions, hours and salaries.</p> <p>This year, the IT equipment has been updated and are using Microsoft 365. There is still work to do to make Council documents available to councillors via Office 365 but work has begun to migrate information from the server to Office 365. A faster fibre broadband has been installed further increasing the IT efficiency.</p> <p>The Town Council Offices are open to the public Monday to Friday 9.00 to 16.30, there has been a 27% increase in the number of visitors. There is also anecdotal evidence to suggest a considerable increase in the number of public contacting the Council by phone and email.</p> <p>The <a href="#">Editorial Working Group</a> have redesigned the Town Council Newsletter and it is now produced in house and printed locally. The Newsletter is sent out quarterly, updating the public with Council business and useful information.</p>	<p>The budget remained on target throughout the financial year. The final position was £17110 underspent resulting from:</p> <ul style="list-style-type: none"> <li>• Additional Income earned from interest £399</li> <li>• A £15,491 refund from Wiltshire Council for small business rates.</li> </ul> <p>£5698 was moved to EMR</p> <ul style="list-style-type: none"> <li>• £1198 staff costs</li> <li>• £4500 business plan</li> </ul>
<b>Civic and Social Activities:</b> <b>Civic Reception</b> <b>Civic Service</b> <b>Town Crier</b> <b>Town Council Website</b> <b>Town Twinning</b>	<p>Another busy year for our Mayor; Councillor Stephen Andrews with the Civic Service in January and the Civic Reception held in February. This is in addition to the many community engagements and charity events held to raise money for the Mayors supported charities.</p> <p>We recruited a new Town Crier; John Hadfield, who is an asset to the Council and fortunate for us, he was a perfect match for the Town Crier robes.</p> <p>The staff have strived to keep the website current, informative and useful. We have received good feedback from members of the public about its content. This year we have added details about our sponsors, adopted policies and asked for public opinion for specific projects, such as Play Areas and Town Centre Survey.</p>	<p>The final budget position was £2607 underspent.</p> <p>£947 was moved to EMR:</p> <ul style="list-style-type: none"> <li>• £197 Twinning</li> <li>• £750 members training</li> </ul>
<b>CCTV</b>	<p>The <a href="#">CCTV Working Group</a> meets quarterly, this year the group agreed a new CCTV maintenance contract that was signed with Wheelers to provide quarterly cleaning and maintenance of all twelve CCTV cameras in Westbury.</p> <p>Two new CCTV cameras have been purchased via capital and installed in Leigh Park using Wi-Fi and broadband with new monitors provided at the monitoring station, Dewey House. Repairs have been made to three cameras.</p> <p>Partnership working with Warminster Town Council, West Wilts Trading Estate and the Police continues.</p>	<p>The final budget position was £330 underspent</p>

<b>Emergency Planning</b>	The <a href="#">Emergency Working Group</a> do need to review the Emergency Plan and create a Business Continuity Plan to take into account new assets and services.	The final budget position was £1000 underspent
<b>Grants and Donations</b>	<p>The <a href="#">Grants Scrutiny Working Group</a> who reports to the Finance Committee developed a new process for reviewing grants in addition to a new policy and application form. This is a robust system with a clear audit trail. Grants were issued to forty amazing groups. Some of these groups have been contacted to provide feedback about how the money was spent and to provide an update for the Newsletter or website.</p> <p>The groups and charities in receipt of funding (large grant) have been asked to provide evidence of end of year accounts. In 2017 the <a href="#">Grants Scrutiny Working Group</a> will look to develop a policy for funding.</p>	The final budget position was £1927 underspent.
<b>Future Services Delegation: Public Conveniences Delegated Services</b>	<p>The Town Council took responsibility for the public conveniences on the 1<sup>st</sup> April 2016 with very little notice from Wiltshire Council. The poor condition of the facilities has resulted in significant resources and budgets being dedicated to keeping the facilities open and in good working order. In acknowledgement of this the Area Board awarded a £1000 grant towards the maintenance costs. The staff have developed H&amp;S and maintenance checks at part of the risk and H&amp;S strategy. The seven-year lease on these premises is finally ready to be signed by the Town Council. It should be noted over 22,000 people use the facilities each year.</p> <p>The ten Westbury Play Areas will transfer (see Play Areas) from Wiltshire Council to the Town Council in the coming months. There is much to do to prepare</p> <p>The <a href="#">Delegation of Services Working Group</a> has considered the list of potential assets and open spaces that might transfer to the Town Council. Discussions with the Unitary Authority about are due to take place to finalise transfer. In addition, this group is keen to take over responsibility for the Queens Road allotments. There has been a delay while the Town Council considers the impact, costs and risk for mains water source versus allowing sheds and a water butt.</p>	<p>The final budget position was on target.</p> <p>£37135 was moved to EMR for future provision of delegated services.</p>
<b>Street Furniture / Floral Displays Dog bins &amp; bags Bus Shelters Benches Hanging Baskets Roundabouts Planters &amp; Borders</b>	<p>The <a href="#">Streetscene Working Group</a> continues to review the condition and requirements of benches, bus shelters, banners and the town clock. The group developed a Roundabout Sponsorship Policy to ensure clear agreements between the Council and sponsors was in place. Sponsors are listed on the Councils website.</p> <p>The roundabout flowering was disappointing but each flower bed has been fertilised and the plants are growing more successfully.</p> <p>The group recommended a Hanging Basket tree for the Market Place that will replace the Christmas Tree in the summer months. A number of local business have come forward to sponsor the hanging baskets.</p> <p>Banners have not been successful. We have experienced problems with the product tearing easily in adverse weather. Alternative solutions are being considered.</p> <p>Bins and dog poo bags continue to be purchased and are at great demand. We can now store larger supplies and buying in bulk has saved £492</p> <p>This year the group signed Section 98 licence with Wiltshire Council to recognise the open spaces where the Town Council has a responsibility for example, flower borders at the library and rotunda, plus the flower borders on the roundabouts.</p>	<p>The final budget position for Street Furniture was £869 underspent</p> <p>The final budget position for Floral Displays was £3237 underspent mainly due to increased sponsorship income of £1428</p>
<b>Christmas &amp; Christmas Lights Events Coordinator</b>	The <a href="#">Events Working Group</a> organised a Christmas Fayre and Light Switch on in early December. There were new lights fitted in the High Street and two new displays to lighting columns. This was made possible by a match funded grant from Westbury Area Board of £4195. The event was well supported by the Community and considered a great success.	<p>The final budget position for Christmas / Christmas Lights was on target.</p> <p>£9195 was moved to EMR</p>
<b>Town Improvement Group Town Caretaker Vehicle costs PPE / Equipment</b>	The Town Caretaker has been in post for twelve months, he has been working closely with enforcement and street scene officers in Wiltshire Council to improve the outcomes for our residents. He is also supporting the Heritage Centre by opening & closing the High Street shutters on the days the centre is closed.	<p>The final budget position was on target.</p> <p>£4410 was moved to EMR</p>

	<p>The <a href="#">Town Improvement Working Group</a> continues to meet to agree the way forward for a Westbury Neighbourhood Plan with the Designated Area agreed by Wiltshire Council.</p> <p>Councillors attended Market Town forums organised by Wiltshire Council to consider Town Access, Customer Journey, Engagement and Strategy for Success.</p> <p>The group is in consultation with Wiltshire Council and English Heritage to take over the BT red box in the Market Place as a destination for a Town Map and town information.</p> <p>A Benchmarking exercise and on-line survey was organised. The survey generated 410 results. These results will be scrutinised further and communicated to the public via our website and local press.</p> <p>The group recommended two hours' free car parking to Town Council. This will be in place in June 2017.</p> <p>The <a href="#">Tourism Working Group</a> has merged with this group. In 2016 the Group worked with Visit Wiltshire to design a Newsletter all about Westbury attractions.</p>	
<p><b>Play Areas</b></p>	<p>In 2016-17 the <a href="#">Play Area Working Group</a> continued to maintain the adult fitness equipment at Grassacres Park and the Skate Park at Penleigh. One piece of adult equipment was repaired and the group has been investigating equipment for Becks Mill Play Area (section 106 money). The public engagement exercise has identified the need for the play area to remain suitable for toddlers.</p> <p>The group has been working hard to prepare for the transfer of ten play areas from Wiltshire Council including organising an independent inspection of all play areas and the equipment, a specification for the new contract to maintain each area, review of insurance and preparing the accounts so we can have a clear picture of the costs associated with each play area.</p>	<p>The final budget position was <b>£343</b> overspent.</p> <p>This resulted from the £650 charge for independent inspections prior to agreeing a transfer of Play Areas.</p>
<p><b>Shows and Fairs Licences Advertising Westbury Street Fair Sports Roadshow</b></p>	<p>In summer 2016 <a href="#">The Events Working Group</a> organised a bi-annual summer celebration. This was a huge success and well supported by visitors, charities, traders and volunteers.</p> <p>The group has also organised "Inflatable Fun Dayz" in partnership with "Full of Bounce", although early days these days are proving a great success. Part of the day is also given over to a closed session to provide a safe environment for children with special education needs.</p> <p>The council has also introduced an Artisan Market. This has started as a small-scale market but following feedback we are hoping to extend the number of stalls and run the market to coincide with the "Inflatable Fun Days".</p> <p>The Sports Roadshow run by Active Trowbridge was a great success during the summer of 2016, 377 children attended the events. These active days will be held again in the 2017 summer school holidays.</p>	<p>The final budget position was on target.</p> <p>£3997 was moved to EMR</p>
<p><b>Community Governance</b></p>	<p><a href="#">The Community Governance Task &amp; Finish Group</a> was set up to review the electoral boundary to consider anomalies and new housing developments. The group made its recommendation to Wiltshire Council in January 2017 and are awaiting the outcome.</p>	<p>No budget allocation</p>
<p><b>Operational and Organisational</b></p>	<p><a href="#">The Operational and Organisational Working Group</a> was set up in 2016 to review the Councils policies, procedure and practices. Making recommendations to its parent committee <a href="#">Policy and Resources</a>. To date the group has developed a Mayor's Protocol, Co-option Procedure and made a number of recommendations on working Groups and Committee structure, to increase efficiency and improve turn around within the Council.</p>	<p>No budget allocation.</p>

<p><b>Internal Audit</b></p>	<p>The <a href="#">Internal Audit Working Group</a> was established in late 2016 to review the management information available to councillors and contracts to make sure of best value for our tax payer. To date the group has generated over £4000 of savings from negotiating better deals on our lift maintenance, insurance, photocopier and business rates.</p>	<p>No budget allocation</p>
<p><b>The Laverton Institute</b> <b>Salaries</b> <b>Training</b> <b>Staff hire</b> <b>Running costs</b> <b>Maintenance / contracts</b> <b>Utilities</b> <b>Cleaning</b></p>	<p>The Laverton has been busy over the last twelve months with weddings, events and the Westbury Festival. Healthwatch Wiltshire held its public consultation and feedback session at The Laverton. The number of events held at The Laverton continues to rise steadily.</p> <p>The <a href="#">Laverton Institute Management Team Working Group</a> have been working hard to improve the facilities; the building has been repainted inside and out, the gutters cleared and sash windows secured. The building now benefits from a garage area and rear store. The H&amp;S actions identified by our consultant Ellis Whittam have all been met except for removal of the dilapidated side extension and staircase. However, the Town Council has agreed that phase three of The Laverton improvement work can go ahead and this work is expected to start in the summer. A new projector has been agreed, match funded by the Westbury Area Board and the group are looking to simplify the Public-Address (PA) system in the coming few months.</p> <p>The lift now has a telephone line that connects to key contacts in the event of an emergency and all H&amp;S processes are in place and documented.</p> <p>Funding has been approved to create an informal meeting area. This has been requested by a number of local groups that currently use our facilities. The demand on meeting rooms by local companies and organisations has increased.</p> <p>A HLF Grant for Victorian Westbury enabled the Town Council to produce a visual and audio timeline of Abraham Laverton. This opened in January 2017 to many visitors. The historical display also welcomed a group of local school children dressed in Victorian costume.</p>	<p>The final budget position was £575 underspent.</p>
<p><b>Capital Projects</b></p>	<p>The Council has organised a number of capital projects over the last twelve months. These include:</p> <ul style="list-style-type: none"> <li>• <a href="#">The Great War Working Group</a> was given a HLF grant to create a memorable legacy of the Great War. The group commissioned a film "The Everyday Tommy – life behind the canvas". This is available to view on the council's website.</li> <li>• The Laverton Improvements – as above</li> <li>• The White Horse was cleaned in preparation for the Queens 90<sup>th</sup> Birthday celebrations.</li> </ul>	
	<p>The 2017-18 Precept was set at £0.23p per week increase based on a Band D equivalent property. This was communicated to the public via our Website, Newsletter and the local press. To date we have not received any communications from residents regarding the precept increase.</p> <p>The financial information below is taken from the <b>Unaudited</b> Financial Statements.</p> <p><b>Ear Marked Reserve (EMR*):</b> From EMR to income &amp; expenditure To EMR for specific Council projects <b>Net increase to EMR at 31.03.17</b></p> <p>*EMR – Monies moved to EMR is for a specific council project or ongoing work.</p> <p><b>Of the above EMR the Rolling Capital Fund:</b> Contribution from reserve Contribution to reserve Net result</p> <p>The total EMR (including Rolling Capital Fund / Capital Projects Reserves) at 31.03.17</p> <p>General Reserve Balance at 31.03.17</p>	<p>£93054.08 £115426.00 <b><u>£22371.92</u></b></p> <p>£45281.36 £40,310.00 <b><u>-£4941.36</u></b></p> <p><b><u>£309,623.97</u></b></p> <p><b><u>£156,407</u></b></p>

The report was received and noted.

**T.3722 COMMUNICATIONS BY INCOMING TOWN MAYOR**

- The Mayor announced The Hope Debt Advice Service that operates out of Crosspoint will be one of his charities and he will be looking for a second.
- The Civic Reception will be held on Friday 2<sup>nd</sup> March 2018
- He advised all members, as chairman, he will stick diligently to standing order 22 when debating at meetings.

**T.3723 REPORT BY JOHN HADFIED, WESTBURY TOWN CRIER.**

The following verbal report was given by Jon Hadfield:

*Thank you all. I was taken on last November as I had a loud voice and amazingly I fitted the uniform. It was just in time for the Christmas Street Fayre and Christmas Lights Switch-On Event in December. It was a very enjoyable day and since then I have attended a number of events. I have attended a wedding shoot at The Laverton and the opening of the Victorian Exhibition. We then had the torrential rain at the Civic Parade, but all recovered. Soon after was the Civic Reception and after that I did the ultra-marathon opening for the Rotary Club. Just recently I attended the Town Twinning reception. I thank Stephen and Mary, Deborah the Town Clerk and Sarah my secretary, who is also the Mayor's secretary.*

The report was noted and the Mayor presented the Town Crier with half of his annual honorarium and thanked him on behalf of the council.

**T.3724 The Minutes of the Town Council Meeting held on the 6th March 2017, were confirmed and signed by the Chairman.**

**T.3725 MATTERS ARISING: None**

**Members' matters arising from these previous minutes: None**

**T.3726 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)**

**RESOLVED: On amendment the following was APPROVED:**

**TO ATTEMPT 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).**

**T.3727 RECOMMENDATION received from the HIGHWAYS, PLANNING & DEVELOPING COMMITTEE dated 20.03.17**

**Neighbourhood Plan Project Coordinator**

**Proposal:**

To recommend Town Council give approval to appoint a graduate / post graduate to undertake the administration and facilitate the work required to

develop a Neighbourhood Plan, mentored by an expert in Neighbourhood Planning.

**Background:**

Town Council (07.03.16 T.3486) resolved to undertake a Neighbourhood Plan for Westbury. It is recognised the staff do not have the capacity to undertake the consultation and administration associated with developing a Neighbourhood Plan. The Town Improvement Group have recommended to appoint a Neighbourhood Plan project coordinator. This will be a graduate with a qualification in planning. This post will be mentored by an expert in Neighbourhood Planning and supported by the Clerk. The post will be appointed for the life of the project and paid a salary of up to £20,000 per annum, pro rata. The average working week will be up to 30 hours. The budget for the Neighbourhood Plan is ringfenced in Capital £40,000 with a further £22,000 in EMR.

The Town Improvement Group submitted this recommendation to its parent committee, Highways, Planning & Development, at their meeting on 20.03.17 and they resolved to recommend it to Town Council for approval – minute P.4464 refers.

**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.

**RESOLVED: To APPROVE above recommendation. The Clerk to proceed.**

T.3728

**Negotiating with Wiltshire Council**

**Proposal**

That Councillors representing Westbury Town Council in negotiations with Wiltshire Council regarding delegated services are accompanied by the Town Clerk or in her absence, the next available senior member of staff.

**Background**

Councillors would like an officer present at negotiations with Wiltshire Council to make sure a true and accurate record of the meeting is captured and to ensure transparency.

This does not relate to day to day activities but specific project work such as transferring assets.

The recommendation was received from the Town Clerk by the Policy & Resources Committee and approved at their meeting of 03.04.17 – minute R.1673 refers.

**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.

**RESOLVED: On amendment the following was APPROVED:**

Councillors that are APPOINTED to negotiate 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.

**T.3729 RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 03.04.17**

**Mayors Protocol**

**Recommendation:**

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

**RESOLVED: The Mayor's Protocol document was APPROVED and ADOPTED**

**T.3730 RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 03.04.17**

**Purchase of Tablets for Councillors**

**Proposal**

Westbury Town Council to purchase 15 tablets for supply to councillors in order that they may access documents and agendas to minimise the cost and waste of printing such documents.

**Background**

The council is using a great deal of paper and in addition to the environmental waste plus cost the printing and supply takes up much time that could be more gainfully used elsewhere.

Many persons now use electronic tablets to access agendas and the vast amount of supporting documentation that is needed to provide more comprehensive detail and information.

At some meetings there is a need to provide large background documents some of which are rarely read by participants and the material is discarded; an electronic would enable councillors to access such documents and read them without wasting precious resources. Tablets could also be used at meetings to access agendas and save time when sometimes they need to be provided on the day.

Wiltshire Council have taken the decision to supply tablets to councillors and it is recommended that Westbury Town Council do likewise.

15 tablets should be purchased for use by councillors and it is a matter for council as to whether or when printed matter should be supplied.

The current cost of photocopying is £0.035 for monochrome and £0.279 for colour.

The Operational & Organisational Working Group recommended this to P&R at the meeting of 03.04.17 and it was approved under minute R.1677.

**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.

**RESOLVED: On amendment the following was APPROVED:**  
**The purchase of UP TO 15 tablets, to be purchased ONLY if a councillor requires one, 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.**

**T.3731**

**RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 03.04.17**

**Co-option Guidance Document**

**Purpose**

To produce a short guidance document setting out how Town Council would proceed should co-option be necessary or desired.

**Background**

There may come a time when Town Council have vacancies for which they wish to co-opt a new member should an election not be called and this document explains how that process should be carried out so that successive councils will have a process to follow.

This is now particularly relevant as outside of the 4 yearly electoral cycle Council will have to fund the cost of all by-elections and so it is very important that the process be managed in the best interests of the electorate and council.

An application form is attached that all prospective candidates would be required to complete.

The Operational & Organisational working group submitted this recommendation to the Policy & Resources Committee at the meeting on 03.04.17 and it was approved under minute R.1678.

**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.

**RESOLVED: The Co-option Document was APPROVED and ADOPTED.**

Cllr MORLAND asked for his vote against to be recorded in the minutes.

**T3732**

**RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 03.04.17**

**Amendment to Protocol for Public Forum**

**Purpose**

To approve the amended Protocol for Public Forum document

**Background**

The Operational & Organisational Working Group recommended to P&R at the meeting on 03.04.17, to add an additional statement to the Protocol for the Public Forum document and that this is recommended to Town Council for adoption. This was approved under minute R.1679.

**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".

**RESOLVED: The amendment was APPROVED.**

**T.3733**

**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.

**DEFERRED TO NEXT MEETING**

**T.3734**

**RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 03.04.17**

**Bad Debts Policy**

**Recommendation:**

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

**RESOLVED: The Bad Debt Policy was APPROVED and ADOPTED**

**T.3735**

**RECOMMENDATION received from the HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE dated 18.04.17**

**Re-Naming of Bitham Mill**

**Proposal**

To consider the proposal and costings to re-name Bitham Mill.

**Background**

At HP&D Committee on 20.03.17 the HP&D considered the following motion by Cllr King:

*To initiate a consultation with Bitham Mill and Bitham Mill Courtyard residents concerning the re-naming and re-numbering of Bitham Mill by requesting, completing and submitting the appropriate application form and related information as specified [on page 6] in Wiltshire Councils Street Naming & Numbering Policy.*

The committee resolved to initiate a public consultation – minute P.4463 refers.

At HP&D Committee on 18.04.17 the committee discussed the process for applying to rename Bitham Mill, including suggesting new street names and agreeing to meet all of the associated costs including public consultation, any application costs and the cost of providing new nameplates. Minute P.4486 refers.

**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

**Cllr King put forward a revised recommendation, which was to refer this issue back to the Highways, Planning & Development Committee to look at alternatives.**

**RESOLVED: The revised recommendation was APPROVED and this is to be referred back to the Highways, Planning & Development Committee to look at alternatives.**

T.3736

**RECOMMENDATION received from the HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE dated 18.04.17**

**Grant towards Tennis Courts at Matravers School**

**Purpose:**

Improve Sports Facilities – Matravers is the only Wiltshire school without AstroTurf. They are keen to update their sports facilities that could be used by the community.

**Background:**

Wiltshire Council has £49,000 S106 monies that could be used to support this (timescale for S106 unconfirmed)

- Recent priority school build programme means Matravers will receive one new school block and an existing building updated / an old part of the building will be demolished. Timescale for build start is Autumn 2017 and will last 18 months
- The original plans for a 3G sports will be put on hold as resources will be concentrated on the new build.
- However, the tennis courts need updating and resurfaced. This space will now become 2G multi use sports area.
  - The area will be resurfaced
  - New fencing
  - Floodlights
- Match funding will be sought from Sports England
- The cost to resurface. (commercially sensitive)
- Floodlight approx. 40 to 501k

**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.

**RESOLVED: It was AGREED to refer this to the Policy and Resources Committee to work out how to guarantee public use of the multi-use sports area.**

**T.3737 AMENDED STANDARD FORMAT OF TEMPLATE FOR SUBMISSIONS TO COMIITEES OR COUNCIL**  
NOTED

**T.3738 APPOINTMENT OF COMMITTEES:**

- i. **Highways, Planning & Development Committee**
- ii. **Policy & Resources Committee**
- iii. **Finance Committee.** Three members from HP&D and three members from P&R

Cllr King proposed a motion for all eight members to join all committees until it can be revisited at a later date after enough members have been co-opted.

**RESOLVED:** It was **AGREED** that all members would sit on all committees until enough members have been co-opted, then this item can be revisited.

**T.3739 PLACES, DATES AND TIMES OF MEETINGS.**

The dates of the meetings for the forthcoming year were approved as follows:

<b>22<sup>nd</sup> May</b>	<b>Highways, Planning &amp; Development Committee</b>
<b>5<sup>th</sup> June</b>	<b>Policy &amp; Resources Committee</b>
<b>19<sup>th</sup> June</b>	<b>Highways, Planning &amp; Development Committee</b>
<b>3<sup>rd</sup> July</b>	<b>Town Council</b>
<b>17<sup>th</sup> July</b>	<b>Highways, Planning &amp; Development Committee</b>
<b>7<sup>th</sup> August</b>	<b>Policy &amp; Resources Committee</b>
<b>14<sup>th</sup> August</b>	<b>Finance Committee</b>
<b>21<sup>st</sup> August</b>	<b>Highways, Planning &amp; Development Committee</b>
<b>4<sup>th</sup> September</b>	<b>Town Council</b>
<b>18<sup>th</sup> September</b>	<b>Highways, Planning &amp; Development Committee</b>
<b>2<sup>nd</sup> October</b>	<b>Policy &amp; Resources Committee</b>
<b>16<sup>th</sup> October</b>	<b>Highways, Planning &amp; Development Committee</b>
<b>6<sup>th</sup> November</b>	<b>Town Council</b>
<b>20<sup>th</sup> November</b>	<b>Highways, Planning &amp; Development Committee</b>
<b>4<sup>th</sup> December</b>	<b>Policy &amp; Resources Committee</b>
<b>11<sup>th</sup> December</b>	<b>Finance Committee</b>
<b>18<sup>th</sup> December</b>	<b>Highways, Planning &amp; Development Committee</b>
<b>8<sup>th</sup> January</b>	<b>Town Council</b>
<b>15<sup>th</sup> January</b>	<b>Highways, Planning &amp; Development Committee</b>
<b>5<sup>th</sup> February</b>	<b>Policy &amp; Resources Committee</b>
<b>19<sup>th</sup> February</b>	<b>Highways, Planning &amp; Development Committee</b>
<b>5<sup>th</sup> March</b>	<b>Town Council</b>
<b>19<sup>th</sup> March</b>	<b>Highways, Planning &amp; Development Committee</b>
<b>3<sup>rd</sup> April</b>	<b>Policy &amp; Resources (Tuesday due to Bank Holiday)</b>

<b>16<sup>th</sup> April</b>	<b>Highways, Planning &amp; Development Committee</b>
<b>23<sup>rd</sup> April</b>	<b>Annual Town Meeting</b>
<b>7<sup>th</sup> May</b>	<b>Annual Town Council Meeting</b>

All meetings to be held at The Laverton, Bratton Road and commencing at 7pm.

**T 3740 APPOINTMENTS OF REPRESENTATIVES ON OTHER BODIES**

The following Members were appointed for the ensuing year:

<b>ORGANISATION</b>	<b>REPRESENTATIVE</b>
<b>68 (Westbury) Sqn ATC</b>	<b>Cllr Sutton</b>
<b>BA13 Community Partnership</b>	<b>Cllr King &amp; Cllr Cunningham</b>
<b>Community Area Transport Group (CATG)</b>	<b>Cllr Morland</b>
<b>Elblag Twinning Association</b>	<b>Cllr King</b>
<b>Warminster &amp; Westbury CCTV Committee</b>	<b>Cllt WD Tout</b>
<b>Westbury Area Board</b>	<b>Cllr Cunningham</b>
<b>Westbury District Twinning Association</b>	<b>Cllr Sutton</b>
<b>Westbury Heritage Society</b>	<b>Cllr Cunningham</b>
<b>Westbury (Wilts) Welfare of the Elderly Association</b>	<b>Cllr King</b>
<b>Wiltshire Association of Local Councils</b>	<b>Cllr King</b>
<b>Wiltshire Council Rights-of-Way</b>	<b>Cllr Tout</b>
<b>Northacre – Hills Liaison Group</b>	<b>Cllr Tout</b>

It was **AGREED** all representatives would give regular reports at Town Council meetings.

It was **AGREED** not to appoint members to the following bodies:

- a. Army Liaison
- b. Chamber of Commerce
- c. Swimming Association

**T.3741 WORKING GROUPS.**

It was **AGREED** all members could sit on ALL working groups until enough members have been co-opted. However, the core membership is as follows:



	<b>2016/17</b>	<b>2017/18</b>
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

The annual subscriptions were **APPROVED** with the agreement to ask the Town Improvement and Tourism Working Group to come up with criteria with which to assess Visit Wiltshire.

**T.3750**

**CLERK'S CORRESPONDENCE:**

- i. Thank you letter from Westbury Infant School
- ii. Thank you letter from Bitham Brook Primary School
- iii. Correspondence from Andrew Murrison MP regarding letter from Westbury Junior School concerning litter around school  
**Cllr Hawker stated Selwood Housing are responsible for litter picking around the school of Selwood, it is not the responsibility of the council.**
- iv. Letter from McColl's Retail Group concerning Post Office Service in Westbury

**T.3751**

**LOCAL COUNCIL RISK SYSTEM.**

The risk system was CONFIRMED and ADOPTED

**T.3752**

**RECEIVE ASSET INVENTORY REPORT.**

The Asset Inventory Report was noted will be updated in due course.

**T.3753**

**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 2020. A £1307.82 saving per annum has been negotiated.

**Noted**

