

## WESTBURY TOWN COUNCIL

At a MEETING of the POLICY & RESOURCES COMMITTEE held at THE LAVERTON,  
BRATTON ROAD, WESTBURY, on MONDAY 7th August 2017 at 7.00 pm.

**PRESENT:** Cllr M Sutton, (Chairman), Cllr J Russ, Cllr I Cunningham, Cllr M Kettley, Cllr G King, Cllr Jones, Cllr Katonivualiku, Cllr Tout

Mrs D Urch (Town Clerk), Mrs S Barker

**PUBLIC FORUM : 2 members of the public**  
Cllr David Jenkins

**R.1705 TO RECEIVE APOLOGIES (if any) AND REASONS**

Cllr Hawker - No apologies given  
Cllr Morland - No apologies given

**R.1706 DISPENSATIONS**

None

**R.1707 DECLARATIONS OF INTEREST (if any) AND REASONS**

None

**R.1708 MINUTES**

Resolved to approve the Minutes of the Policy & Resources Committee meeting held on the 5<sup>th</sup> June 2017, which were agreed and signed by the Chair

**R.1709 MATTERS ARISING (if any) FROM THESE MINUTES.**

None

**R.1710 Update on actions from previous meeting**

Minute ref	Subject	Action	Update
R.1676	Chateau Du Loir Tapestry	Tapestry to be placed in a sealed case and displayed in a more prominent place	Materials confirmed. Costs being sought – Dan Gmaj will be asked to construct and erect a case  01.08.1.17 - pending
R.1685	Back lighting for stained glass window	LITWG to investigate feasibility of back lighting	Lighting specialist visited recently. Now pending LITWG  01.08.17 – on hold due to high cost involved – at present trying out bulbs with different wattage and clear glass

R.1711

**WILTSHIRE COUNCILLORS' REPORTS**

**Cllr King**

Wiltshire Council (WC) are going out to consultation with Town & Parish Councils and Area Boards in developing its new waste policy. WC has an obligation under legislation to achieve 50% recycling rate by 2020. We currently have a recycle rate of 44%. Although achieving an additional 6% may seem simple we have been stuck on 44% for some time and the target has to be achieved in the context of a falling budget, approx £1m.

The Waste & Recycling Contract has been awarded to FCC Environment who will take over from Hills in the Autumn. This will be accompanied by an expansion of items mainly plastics for doorstep recycling.

FCC Environment will make some changes and innovations to HRC (Household Recycling Centres) which will have new equipment and be redesigned. An element of charging will be introduced at HRC's mainly for bulky items such as Rubble etc.

Some matters for consultation:

There are currently 11 HRC's can we do the same with less?

How should HRC's be laid out?

Existing HRC's offer similar recycling services but do we need the same at each HRC? If we were to stop collecting at the HRC what should we think about?

R.1712

**RECOMMENDATION received from TOWN COUNCIL dated 03.07.2017  
(T.3779 refers)**

**Proposal**

That the Town Council recommends the P&R Committee review the General Data Protection Regulation (GDPR) 12-point check list, undertake an information audit and review the Data Protection procedures and policy. As Councillors and staff handle data (printed and electronic) GDPR will apply to all.

**Background**

The Council is being asked to prepare for the General Data Protection Regulation (GDPR) that will apply from 25<sup>th</sup> May 2018. The Information Commissioners Office (ICO) has published 12 steps to take now.

Many of the principles of GDPR remain the same as the Data Protection Act 1998, with new transparency and individuals' rights provisions. The data controller for an organisation (Westbury Town Council – Clerk) will be expected to keep relevant documentation to demonstrate accountability.

All Council staff have completed data protection training in the last six months and the Council is now registered with the ICO.

### **Recommendation**

P&R complete the GDPR 12point checklist ahead of the implementation date 25.05.18

### **RESOLVED to AGREE to proceed with the above recommendation**

It was noted to organise a separate meeting for Operational & Organisational working group

AGREED to refer to the Operational & Organisational Working Group and develop a Policy

## **R.1713 RECOMMENDATION received from TOWN COUNCIL dated 03.07.2017**

### **Proposal**

The Westbury Town Council consider running a Youth Town Council

### **Background**

Engagement should be a key aim of this council. Our contact with older people is rather better than with the young. Young people are an important part of our community and have many issues that affect them specifically that may not be the same as for others. Whilst Westbury Area Board makes a good attempt to include youth items, and presentations etc. in their meetings, Westbury Town Council does not currently do anything special for younger people. Although we have had some children addressing the town council at our public forum, it is not something that many young people would feel comfortable about or would have much idea how to do it. Providing a youth focussed forum but associated with the Town Council could foster more and improved engagement by both youth and their families.

Modern lives with flexible & zero hour working, commuting etc. makes it difficult for those adults of working age to engage with many activities and having no experience of doing so makes it harder for these people to consider becoming involved with the Town Council. It is hard for a council comprised mostly of older people to think about subjects that affect the young, for example greater interaction with technology. Many successful and dynamic councils have a far wider range of ages represented. By encouraging young people to feel that they can be involved while still at school age and with the time to do so, perhaps some of those would consider remaining involved as they enter adults lives with jobs, children etc.

It would be a matter for discussion should the council wish to proceed but items that would need careful consideration include areas like:

- What can the Youth Council do: (a starting suggestion might be that they could produce a limited number of motions for consideration by the town council?)
- Who can be on it? Reps from each school in proportion to number of Westbury pupils? (remember that many attend schools outside Westbury) and perhaps ask the schools to organise voting?
- How much staff and councillor time would be allocated?

### **Recommendation**

The Town Council supports this idea in principle and asks the P&R Committee to consider the points above and make recommendation to the next Town Council.

- Cllr David Jenkins suggested speaking to the local LYN co-ordinator, Janet Bowra as a starting point
- Cllr Katonivualiku has already had a meeting with the Youth Team and it was very positive
- To go out and speak to young people to gain ideas and explore possible options
- To set up a Task & Finish Group to explore Youth options going forward

**RESOLVED to AGREE to proceed with the above recommendation and set up a Task & Finish Group to consider all areas of Youth Engagement and make recommendations to Policy & Resources Committee**

### **R.1714 RECOMMENDATION received from EVENTS WORKING GROUP dated 03.07.17**

#### **Proposal**

That the Town Council Events policy as approved by the Events Working Group at their meeting on 25<sup>th</sup> May 2017 be presented for approval to the next Policy and Resources meeting to be held on Monday 7<sup>th</sup> August: and if approved be subsequently presented to the next full meeting of Town Council on Monday 4<sup>th</sup> September

#### **Background**

The Events Policy has been created in order to establish the criteria and nature of events to be put on by Westbury Town Council.

#### **Recommendation**

That the P&R Committee approve the Events Policy as presented, and that they subsequently recommend it for adoption by Town Council at the next meeting.

**Policy is referred back to the Events Working Group for reconsideration. Include but not limited to engagement with partners and public.**

**To note – Committee very grateful to Events Coordinator for producing document**

### **R.1715 RECOMMENDATION received from EVENTS WORKING GROUP dated 03.07.2017**

#### **Proposal**

That the Policy and Resources Committee approve a sum not to exceed £300 as a sundries budget for the Events Coordinator. The sum to be used to purchase single or multiple units of items essential to the running of an event. The sum to be renewed for each major event organised by the Town Council. If approved, that the Policy & Resources Committee subsequently recommends the approval of the same sum of £300 to the next Town Council meeting.

### **Background**

Occasionally the events incur expenditure for items under £30. Previously, all expenditure had to be approved at a meeting of the Events working group. This has led to unnecessary delay in procuring items.

### **Recommendation**

That the Policy and Resources Committee approve the proposed sundries budget of £300 per major event (Christmas and summer) and recommends the approval of the same said budget by Town Council at the next meeting.

**RESOLVED to AGREE to proceed with the above recommendation**  
and note – This is to spend as a 'float' (not additional expenditure awarded)

R.1716

### **RECOMMENDATION received from Cllr G KING dated 31.0.2017 Westbury Leigh Car Park**

#### **Proposal & Background**

Wiltshire Council (WC) undertook a review of its car parks in 2015. One outcome of that review was that the Community Car Park at Westbury Leigh would not be retained.

WC decided that only those car parks that made sufficient revenue contribution would be retained and car parks such as Westbury Leigh that made no revenue contribution would be passed to the property portfolio for disposal.

Following a number of public meetings in Westbury Leigh a Community led acquisition of the car park by Community Asset Transfer (CAT) was decided and an expression of interest was submitted by the Westbury Leigh Car Park Group.

The Westbury Leigh Car Park Group (WLCP) was an offshoot of the Westbury Leigh Community Hall Trust.

Wiltshire Council accepted the expression of interest and discussions commenced that were designed to conclude with an asset transfer.

During those discussions the WLCP:

- agreed that Wiltshire Council would be retained as its enforcement agent;
- Wiltshire Councils fee per enforcement visit (£25);
- the installation of new lampposts within the car park with their own meters enabling the separation of cost of electricity used from those lampposts in the street;
- the drilling of a borehole to deal with the issue of flooding in the car park every time it rains heavily;
- the sweeping of the car park prior to transfer;
- had WC clarify with the land registry the boundaries of the car park

The WLCP understood:

- WLCP would assume full responsibility for the maintenance of the car park including costs post transfer;
- the car park is subject to business rate (about £1800pa), and that as a charity it was statutorily entitled to 80% rate relief and that WC had discretion for the remaining 20% on application;
- WC would retain responsibility for setting any future car park charges should they be required;
- the car park does not currently have a parking order and would require one if charging became necessary at a cost of approx. £3k and signage would be an additional cost;
- a car parking management agreement was therefore required.

WLCP decided not to sign a car park management agreement owing to the cost of the parking order.

Westbury Town Council further notes:

Westbury Leigh Car Park is a true community car park. It is free because other than residents, there is unlikely to be sufficient "other" users to make the car park viable.

Westbury Leigh is a linear community of approx. 300 homes. A former village, it is one of the older parts of Westbury with 17 listed buildings. The majority of properties in the village do not have driveways that enable off road parking.

The car park at Westbury Leigh is full after 6pm most evenings preventing congestion along the road from an excess of on street parking.

Westbury Town Car Park must balance a number of risks. First, it must appreciate that the car park represents a considerable liability on its budget. The condition of the car park is good, making routine maintenance manageable; however it will break down at some point in the future and when it does costs will rise. WTC would incur the costs of the lighting.

The Car Park is highly prized by the community who fear the site being given over to housing if it is given to the property portfolio. The future of the car park is a potential reputational risk for the council.

**Recommendation**

The Policy & Resources Committee therefore resolves:

1. To thank the WLCP for achieving all that it did in its discussions with Wiltshire Council;
2. To authorise the Clerk to formally advise Wiltshire Council that Westbury Town Council will take over negotiations for the transfer of responsibility for Westbury Leigh Car Park by Community Asset transfer.
3. To authorise the Town Clerk and its Delegation of Services WG to undertake those negotiations with Wiltshire Council on behalf of Westbury Town Council.
4. To make recommendation to Westbury Town Council on the suitability or otherwise of the Asset Transfer at the conclusion of negotiations.

**RESOLVED to AGREE to proceed with the above recommendation**

and to note the car park order is approximately £3,000, Westbury Town Council should be prepared to look at this.

**R.1717 RECOMMENDATION received from Cllr I CUNNINGHAM dated 21<sup>st</sup> July 2017**

**Proposal**

Westbury Town Council re-starts its Web Site Working Group.

**Background**

Our website has fallen badly behind in design. We may be paying rather a lot of too little. Security updating has been poor. More staff should be able to use the system. We should be doing far more engagement. We should recognise that a website is a living entity and not something that can be “developed” then left.

**Recommendation**

We establish a new website working group with both councillors and appropriate staff to monitor all aspects of our website.

**RESOLVED to AGREE to proceed with the above recommendation**

and to note – Town Clerk to email all Councillors to ask for Volunteers for the new Working group

**R.1718 RECOMMENDATION received from Cllr I CUNNINGHAM dated 21<sup>st</sup> July 2017**

**New tablets policy**

That the Policy & Resources Committee recommend Town Council approve and adopt the Westbury Town Council Tablet Policy (to be circulated separately by email).

**R.1719 CHAIRMAN’S MATTERS FOR REPORT**

Chairman thanked the Committee for all their hard work and input

**R.1720 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:

- Member & Employee Protocol Policy

**RESOLVED: To Agree to accept the amended policy as written and recommend to Town Council**

**R.1721 Amendment to Protocol for Public Forum (T3732 refers)**

The P&R Committee to note that Town Council adopted the following amendment to the Public Forum Protocol document: “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: To Agree to accept the amended policies as written**

**R.1722      Negotiating with Wiltshire Council (T.3728 refers)**

The P&R Committee to note the approved revised recommendation from Town Council below and develop a policy and recommend adoption to Town Council:-

“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”

**To Note only**

**R.1723      SURVEY: Growing a rural Community for Wiltshire**

The P&R Committee to note the survey currently being undertaken by the Rural Services Network. If councillors wish to respond individually they can do so at the following: [www.rsonline.org.uk](http://www.rsonline.org.uk)

**To Note – The Policy will be developed by the Operational & Organisational Working Group**

**R.1702      BUDGET BIDS**  
None

**R.1703      CLERK’S CORRESPONDENCE/MATTERS**

- Twinning newsletter circulated
- Cllr Nick Pyne has come forward to volunteer to join the Finance Committee
- The Police and Crime Commissioner for Wiltshire and Swindon, Angus Macpherson, is seeking applications for his new Community Action Fund. The fund launched by the PCC at the end of June has been created to benefit local communities with £40,000 earmarked for this year to share among his chosen projects. The Commissioner is looking to support projects that will help him meet the objectives of the Plan and would like to remind community groups, voluntary sector organisations and town and parish councils that the PCC Community Action Fund is open for applications. Applications can be made through the PCC website ([www.wiltshire-pcc.gov.uk](http://www.wiltshire-pcc.gov.uk)) The closing date is Friday 11<sup>th</sup> August 2017.

R.1704

**ACCOUNTS:**

**Payment of Accounts.** To approve the lists of payments made since the last Meeting, or to be made, and to confirm the action of the Chairman and one other Member in signing the necessary orders for payment, Business Pass Cash/Visa Cards (if any) transactions, and staff remunerations: -

June Schedule No 513            -            £36,077.19

20.10pm hrs

Signed on behalf of the Meeting  
this seventh day of August 2017

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Chairman

DRAFT