

WESTBURY TOWN COUNCIL

**AT THE EXTRAORDINARY MEETING OF THE TOWN COUNCIL HELD AT THE
LAVERTON, BRATTON ROAD, WESTBURY ON MONDAY 12th JUNE 2017 AT 7.00PM**

PRESENT: Cllr G King (Chairman)

**Cllrs: I Cunningham, C Charlton, R Hawker, S Hendry, W Jones,
A Katonivualiku, M Kettleby, N Pyne, J Russ,
M Sutton and WD Tout**

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

Also in Attendance: 1 Member of the public.

Peter Biggs:

- Protocol of Meetings
- Flower Beds
- Co-opted candidates

T.3757 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:

Cllr B Pyne	-	Personal
Cllr F Morland	-	Business

T.3758 VOTING ON CO-OPTION OF NEW COUNCILLORS

Interviews of all candidates took place prior to the meeting with a chance for councillors to ask questions.

Members to vote by a show of hands with a recorded vote. Candidates that receive a majority vote will be confirmed when the Council passes a resolution confirming that person is co-opted and they sign the Declaration of Office. The successful candidates will be declared co-opted to the Council and asked to join the meeting immediately.

The list of candidates are as follows:

- Christopher Charlton
- Sally Hendry
- Anthony Ward Jones
- Aminiasi Katonivualiku
- Brenda Pyne
- Nicholas Pyne

Cllr G King proposed a motion to co-opt all six candidates

RESOLVED to AGREE THE CO-OPTION of all SIX CANDIDATES

T.3759 DISPENSATIONS – Members to consider any dispensation requests received by the Town Clerk.

NIL

T.3760 **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).

NONE

T.3761 **ANNUAL GOVERNANCE STATEMENT** (see attached)
To Approve the Annual Governance Statement for the Annual Return 2016-2017

The Annual Governance Statement for the Annual Return 2016-2017 was approved and signed by the Chairman and the Clerk.

T.3762 **STATEMENT OF ACCOUNTS** (see attached)
To Approve the Statement of Accounts for 2016-2017

To Approve the Unaudited Financial Statement – For the year ended 31 March 2017

- A query was raised on page 6 of the Unaudited Financial Statement under INCOME Establishment/General Administration why the income had increased from £103 in 2016 to £15,491 in 2017. The Clerk explained this was a Small Business Rates rebate for 2010 to 2017.

The Statement of Accounts for 2016-2017 were approved and signed by the Chairman and the Clerk.

The Unaudited Financial Statement was approved and signed by the Chairman and the Clerk.

T.3763 **INTERNAL AUDIT REVIEW REPORT 2016-2017 (FINAL UPDATE).**
To receive and consider the Internal Audit Report 2016-2017 (To be distributed at the meeting).

- R3 – The minutes approving the annual precept should formally identify the full value of the precept as adopted. The budget and identified precept was agreed by the Town Council but the precept was not formally adopted.
This was an oversight and will be added to the agenda of the next Town Council Meeting
- R4 – The Town Council must formally review and adopt risk assessment annually.
The Risk Register was adopted by Town Council in May 2017.
- R6 -R7 – The Asset Register should synchronise with the year-end Statement of Accounts and photographic evidence of assets should be stored within the Asset database.
The Asset Register needs considerable work to write off assets and add photographs. This work will be undertaken over the summer period and presented to Town Council in the Autumn.

The Final Internal Audit Review Report was formerly received.

T.3764

COMMITTEES AND WORKING GROUP MEMBERSHIP

At the Annual Town Council meeting it was agreed all members could attend all meetings until more members were co-opted. If more members are co-opted under agenda item 2, then the Town Council will review the membership of committees and working groups.

APPOINTMENT OF COMMITTEES.

The following Members were appointed to serve on Committees for the ensuing year:

Policy & Resources Committee:

Town Mayor & Deputy Mayor (both ex-officio), Cllrs W Jones, J Russ, M Sutton, M Kettleley, A Katonivuaikku

Highways, Planning & Development Committee:

Town Mayor & Deputy Mayor (both ex-officio), Cllrs C Charlton, R Hawker, S Hendry, D Tout, N Pyne, J Russ, M Sutton.

Finance Committee:

Town Mayor and Town Mayors Deputy (ex officio), plus a minimum of three members from each of the Policy and Resources Committee and Highways, Planning & Development Committee to be elected at the first meetings of these committees or next Town Council.

The Clerk to confirm membership with Cllrs F Morland & B Pyne

MEMBERSHIP OF WORKING GROUPS.

The following Members were appointed to serve on Working Groups for the ensuing year:

- **Business Plan**
Cllrs M Sutton, M Kettleley, N Pyne & A Katonivuaikku
- **CCTV & Streetscene**
Cllrs C Charlton, A Katonivuaikku, R Hawker & D Tout
Co-opted members: West Wilts Trading Estate (2), Police & Warminster CCTV Control Room Supervisor.
- **Delegation of Services**
Cllrs W Jones, N Pyne, M Sutton & D Tout
- **Editorial**
Cllrs S Hendry, M Kettleley, J Russ & M Sutton
- **Emergency Planning**
Cllrs J Russ, D Tout
- **Events**
Cllrs S Hendry, A Katonivuaikku, J Russ, M Sutton
Co-opted members: Community Outreach Officer (White Horse Team), Westbury Library, Westbury Police, Lions of Westbury, All Saints Church Christmas Tree Festival, Jason Goff (Wheelers of Westbury) & Leighton Sports Centre.
- **Grants Scrutiny**

Cllrs W Jones, M Sutton & D Tout

- **Great War**
Cllrs J Russ & D Tout
Co-opted members: L Argent (Heritage/Visitor Centre), S Andrews, D Jenkins, Lt Col A Field (AOSB), L Vercoe (Westbury Family History Group)
- **Internal Audit**
Cllrs M Sutton & N Pyne
- **The Laverton Institute Trust Management Working Group**
Cllrs M Kettlety, N Pyne & M Sutton
- **Organisational & Operational**
Cllrs A Katonivuaiku, M Sutton & D Tout
- **Play & Leisure Facilities**
Cllrs C Charlton, A Katonivuaiku
- **TIG & Westbury Tourism Group**
Cllrs R Hawker, A Katonivuaiku, S Hendry, C Charlton, N Pyne, W Jones & J Russ
- **Post Office – Task and Finish**
Cllrs R Hawker, N Pyne, J Russ, M Kettlety & M Sutton

The Clerk to confirm membership with Cllrs F Morland & B Pyne

RESOLVED TO AGREE TO ALLOW MORE THAN SEVEN COUNCILLORS ON THE TIG & WESTBURY TOURISM GROUP (Standing Order 38)

T.3765 REPRESENTATIVE OF THE COUNCIL ON OTHER BODIES

To appoint a representative for the following:

- **WILTSHIRE RIGHTS OF WAY**
Councillor Jane Russ was appointed as the representative on the Wiltshire Rights of Way

T.3766 MAYORS ANNOUNCEMENT

The Civil Reception will be held Friday 23rd February 2017

8.14pm

**Signed on behalf of the Meeting
this thirty first day of July 2017**

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Chairman