

10<sup>th</sup> October 2017

Dear Sir/Madam

**YOU ARE HEREBY SUMMONED TO ATTEND AN EXTRAORDINARY MEETING OF THE  
POLICY & RESOURCES COMMITTEE TO BE HELD AT THE LAVERTON, BRATTON  
ROAD, WESTBURY, ON MONDAY 16<sup>th</sup> OCTOBER 2017 AT 6.30PM.**

Yours faithfully

**Mayor**

**Public Forum**

Register between 6.20pm – 6.30pm  
Maximum input per person – Strictly 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.**

**A G E N D A**

1. **TO RECEIVE APOLOGIES** (if any) **AND REASONS FOR ABSENCE.**
2. **DISPENSATIONS.**
3. **DECLARATIONS OF INTEREST** (if any) **AND REASONS.**
4. **MINUTES.** To confirm and sign the Minutes of the Committee Meetings held on the 7<sup>th</sup> August 2017
5. **MATTERS ARISING** (if any) **FROM THESE MINUTES.** **Note: no new decisions can be taken.**

**Members Matters Arising.**

6. **UPDATE ON ACTIONS FROM PREVIOUS MEETING MINUTES**  
**The following items are for information purposes only:**

**7. RECOMMENDATION received from GREAT WAR WORKING GROUP dated 11.10.17**

**Purpose**

To approve commemorative events arranged by The Great War Working Group for 2018 and agree associated budget bid.

**Background**

The Great War Working Group was set up with the sole purpose of commemorating selected events during the 2014 to 2018 commemorative period of World War 1 (1914 – 1918). The group has arranged several events so far, most of which have been well attended by a very broad age range and all have received positive feedback.

The group is proposing to arrange a torchlight parade in conjunction with the national beacon lighting on 11<sup>th</sup> Nov 2018 (details yet to be agreed) and is requesting £2,500 made available to the group in 2018/19 to facilitate this. The group is also considering a talk/information event to look at the closing stages of WW1; this will be a low cost event (again details yet to be agreed) and will be funded from the £2,500 above, if agreed.

**Recommendation**

The P&R Committee to approve a budget bid for £2,500 in the 2018/19 budget for the Great War Working Group to hold events to commemorate the end of World War 1 and confirm authority for the group to spend this budget. If agreed the committee to forward this to Town Council for noting.

**8. RECOMMENDATION received from BUSINESS PLAN WORKING GROUP dated 03.10.17**

**Proposal**

The Business Plan Working Group is seeking approval from P&R Committee to redirect the £4500 in Earmark Reserve for the printing of a glossy magazine to the costs to appoint Local Community Solutions Ltd (LCS) to support the Town Council to develop its Business Plan.

**Background**

The Business Plan Working Group has reconvened and would like to accelerate the development of a Strategic Plan and Mid-Term Financial Plan (MTFP) by engaging Local Community Solutions Ltd (LCS). LCS will help the Council develop its business plan and provide the Council with the tool kit to manage strategy and MTFP in the long term.

The strategy will set the Town Council direction for the coming five years. The vision and priorities, public engagement and resource requirements. The strategy will be imbedded in everything the Council does. This will be supported by the MTFP that will detail the level of spend required by the Town Council to run its existing business and new services transferring from the Unitary authority.

**Recommendation**

The P&R Committee approves the use of EMR 380 (£4,500) to appoint LCS (see attached) to develop a Business Plan.

**9. RECOMMENDATION from EVENTS WORKING GROUP dated 10.10.17**

### **Purpose**

The P&R Committee to give authority to the Events Working Group to spend the previously agreed budget for Christmas in Westbury and Christmas Lights as detailed below.

### **Background**

After the new councillor training session during the summer there was a question about how the Events working group has historically operated in relation to delegated powers and spending the agreed budget for Christmas Lighting and Events.

This is something that will be discussed further by the Events Working Group and is being looked at by the Operations & Organisations Working Group.

However, in order to avoid this issue being identified by our internal auditor, the group asks it's parent committee, the P&R Committee, for agreement to spend £18,650 on our Christmas event, and £14,700 on Christmas Lights for 2017 as per the amounts previously agreed in the budget for 2017/18. Once agreed by P&R Committee it should be forwarded to Town Council on Nov 6<sup>th</sup> for noting and thus confirming our authority to fund this year's Christmas activities.

### **Recommendation**

The P&R Committee to confirm agreement for the Events Working Group to spend £18,650 on the Christmas in Westbury event, and £14,700 on Christmas Lights for 2017 and forward to Town Council for noting.

## **10. RECOMMENDATION from EVENTS WORKING GROUP dated 10.10.17**

### **Purpose**

The P&R Committee to agree a budget bid to increase the budget for bi-annual summer event.

### **Background**

The budget for providing the bi annual summer event has not increased for a number of years and during this time costs have been rising, particularly infrastructure costs. The event has relied heavily in the past on free manpower provided by staff and councillors which is not sustainable long-term and hire costs for the stage and generator (if required) in particular have also seen large increases. The current projected cost of the event in 2018 is £20,550 (see attached).

### **Recommendation**

The Events Working Group requests the P&R Committee to consider increasing the Summer Events budget by £2,550 in 2018/19 and by £1,250 each year in subsequent years.

## **11. BUDGET BIDS:**

Westbury Leigh Car Park – The Car Park order is approximately £3,000 but this should be increased to £5,000 to cover extra costs as incurred for example business rates and utility charges.

Business Plan Working Group – requests £1,250 to complete work with LCS to produce and print a Business Plan for circulation.