

1st AUGUST 2017

Dear Sir/Madam

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE POLICY & RESOURCES COMMITTEE TO BE HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY, ON MONDAY 7th AUGUST 2017 AT 7.00 PM.

Yours faithfully

Town Clerk

Public Forum

Register between 6.50 pm – 7.00 pm
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 5th June 2017 (Previously circulated with the Town Council agenda for 03.07.2017)
- 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:

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	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

7. WILTSHIRE COUNCILLORS' REPORTS. Members wishing to ask questions of Wiltshire Councillors are requested to give prior notice to Wiltshire Cllrs R Hawker, D Jenkins and G King, or to the Clerk for onward transmission.

8. 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 25th 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

9. 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.

10. RECOMMENDATION received from EVENTS WORKING GROUP dated 03.07.2017

Proposal

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

11. 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.

12. RECOMMENDATION received from Cllr G KING dated 31.07.2017 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.

13. RECOMMENDATION received from Cllr I CUNNINGHAM dated 21st 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.

14. RECOMMENDATION received from Cllr I CUNNINGHAM dated 21st 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).

15. CHAIRMAN'S MATTERS FOR REPORT

16. 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 (see attached)

17. 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”.

18. 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.

19. 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.rsnonline.org.uk

20. BUDGET BIDS

21. CLERK'S CORRESPONDENCE/MATTERS.

22. 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 2017 Schedule No 513	-	£36,077.19
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