

**WESTBURY TOWN COUNCIL**

**AT THE MEETING OF THE TOWN COUNCIL HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY ON MONDAY, 3<sup>rd</sup> July 2017 at 7.00 PM**

**PRESENT:** Cllr G King (Chairman)  
Cllrs, I Cunningham, D Tout, F Morland, R Hawker,  
C Charlton, W Jones, J Russ, M Sutton, B Pyne, M Kettley,  
A Katonivualik

**Mrs Deborah Urch, Town Clerk and Mrs Sarah Barker**

**Also in attendance:** Three members of the public  
PC Amy Hardman, Community Coordinator Westbury

**T.3767 PUBLIC FORM:**

Dr Peter Biggs:

- a) New planting and flower beds looked good
- b) Agenda item 11 - £130,000 loan to the Laverton Building
- c) Agenda item 13 - Youth Town Council
- d) Agenda item 15 – Laverton useage
- e) Agenda item 16 - Grants - what is the criteria for grants
- f) Protocol & Policy

**T.3768 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:**

Cllr S Hendry	-	Personal
Cllr N Pyne	-	Personal

**T.3769 DISPENSATIONS:**

None

**T.3770 DECLARATIONS OF INTEREST:**

None

**T.3771 MINUTES:**

Minutes from last meetings - 15th May 2017 and 12th June 2017 will be circulated at the next meeting

**T.3772 MATTERS ARISING FROM THESE MINUTES (if any). Note: no new decisions can be taken.**

None

**Members' matters arising from these previous Minutes.**

None

**T.3773 POLICE REPORT - PC Amy Hardman**

- Door to door salesmen – There has been an increase in the amount of these - please check for Pedlars certificate

- Events Management - Police will be encouraging residents by giving out Crime advice and asking them to be vigilant by keeping doors/windows closed whilst out
- There is currently 1 PCSO working in Westbury (Mat Katsande) PC Neil Turnbull has been seconded to Tisbury
- 63 reported crimes in Westbury with theft increasing more than others
- Wiltshire Police are currently recruiting for up to 500 Special Constables. Police are not yet sure what the tasks will be or where they will be allocated, once recruited, but could possibly be involved in the Community Speed watch scheme

**T.3774 WILTSHIRE COUNCILLORS' REPORTS.**

**Cllr R Hawker**

All evening meetings at Wiltshire Council have been cancelled through the Summer Holidays. The next Area Board meeting will be on 12th October 2017. There will be a CATG meeting on the 14<sup>th</sup> July 2017.

Library plans - the feasibility report has been undertaken and it is unlikely to be a positive outcome for Westbury.

**Cllr G King**

Salisbury has achieved its strategic transfer. Wiltshire Council is completing a review of the process with a paper going to the Cabinet in the Autumn. Westbury is due to start this program this year with the hope that we can start this as possible. Wiltshire Council also now will no longer send any paper copies of planning applications. They will be all available to download.

**T.3775 MINUTES of COMMITTEES.** The following minutes were received and noted:

Highways, Planning & Development Committee	-	19.06.17
Highways, Planning & Development Committee	-	22.05.17
Policy & Resources Committee	-	05.06.17

**T.3776 RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 03<sup>rd</sup> April 2017 (see attached)**

**Recommendation:**

The Policy & Resources Committee recommends that Town Council adopts the attached terms of reference for the Management Team.

**RESOLVED: TO APPROVE the above recommendation**

**T.3777 RECOMMENDATION received from the OPERATION & ORGANISATIONAL WORKING GROUP dated 19<sup>th</sup> May 2017**

**Proposal**

To clarify and define the meeting structure for committees and their sub groups.

**Background:**

The reporting of committee and working groups has been confusing in the past and as part of the Operations and Organisational Working Group a report was produced highlighting where the current system could be improved or enhanced.

This document sets out a number of recommendations that P & R have considered (see attached).

**Recommendation:**

P & R Committee to recommend Town Council to adopt the attached protocol

**RESOLVED: To APPROVE the above recommendation**

**T.3778 RECOMMENDATION received from LAVERTON INSTITUTE TRUST MANAGEMENT COMMITTEE dated 09<sup>th</sup> May 2017**

**Proposal**

To ask Westbury Town Council to seek approval from the **Secretary of State** for the proposed borrowing for phase IV of the Laverton Improvements. To rebuild the derelict and unsafe extension to the side of the building and improve the emergency exit from the Main Hall for Health and Safety reasons.

At Town Council, 06.03.17 (see T.3692) the Council agreed to undertake the building project based on requiring funding from PWLB of up to £130,000.

**Background**

See attached business case

**Recommendation**

The Laverton Institute recommends the Town Council to seek the Secretary of State's approval for the proposed borrowing.

Town Clerk confirmed that payments would come out of existing budget and a new loan would be taken out over 10 years.

**RESOLVED: To APPROVE the above recommendation**

**T.3779      RECOMMENDATION received from TOWN CLERK dated 22<sup>nd</sup>  
June 2017**

**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 APPROVE the above recommendation**

**T.3780      RECOMMENDATION received from TOWN CLERK dated 22<sup>nd</sup>  
June 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?

**RESOLVED: To AGREE the amended recommendation below:**

The Town Council supports this idea in principle and asked the recommendation is referred to P&R to consider the three points, with recommendation to the next Town Council.

**T.3781 The following members were appointed to serve on the FINANCE COMMITTEE for the ensuing year:**

Cllrs J Russ, C Charlton, M Sutton, W Jones

**RESOLVED: To APPROVE the above recommendation**

**T.3782 THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP**

- New projector up and running
- Not proceeding with feasibility study for the lights
- Not proceeding with the £25,000 quote for the PA System and would consider other local options

**T.3783**            **RECOMMENDATION for TOWN COUNCIL dated the 26<sup>th</sup> June 2017**  
**To approve the following Grants**  
Crosspoint - £6,000  
Heritage Society - £7,000

**RESOLVED: To APPROVE the above recommendation**

**T.3784**            **REVIEW OF POLICIES – FOR APPROVAL BY TOWN COUNCIL**

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:

- Freedom of Information Policy
- Grants Policy (amended)

**RESOLVED: To adopt the above policies**

**T.3785**            **CLERK’S CORRESPONDENCE/MATTERS:**

**Draft Wiltshire Housing Site Allocations Plan - Advance notice of consultation**

Suggest refer to H,P & D to undertake

**Fly the Red Ensign for Merchant Navy Day – 3<sup>rd</sup> September 2017 - £100 FLAG – NOT APPROVED**

**One Councillor Vacancy remains** – we will advertise for a co-option in the next available White Horse News and on the WTC website and Our Community Matters website

**The above was NOTED**

**T.3786**            **COMMUNICATIONS BY THE TOWN MAYOR.** To receive such communications as the Town Mayor may wish to lay before the Council:

- Letter from West Wiltshire/Elbag
- Nominate a Westbury Town Council representative for the local Youth Network (LYN) – Cllr A Katonivualik was nominated

**T.3787**

**ACCOUNTS:**

**Payment of Accounts.** On report by the Clerk and Responsible Financial Officer, it was **RESOLVED** to approve the List of Payments made since the last meeting, or to be made, and to confirm the action of the Clerk, the Mayor and one other member in signing the necessary orders for payment and Bank Transfers as follows:

**Schedule 512 – May 2017 - £65,621.12**

**20.30hrs**

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

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**Chairman**