

27<sup>th</sup> June 2017

**YOU ARE HEREBY SUMMONED to attend a MEETING of WESTBURY TOWN COUNCIL to be held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY, 3<sup>rd</sup> July 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**

**Prayers**

- 1. TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.**
- 2. DISPENSATIONS (if any).**
- 3. DECLARATIONS OF INTEREST (if any) AND REASONS.** (Members must be diligent regarding their interests.)
- 4. MINUTES.** To approve as a correct record, the Minutes of the Town Council Meeting held on the 6<sup>th</sup> March 2017, copies of these Minutes have been circulated to each Member and in accordance with Standing Order No. 13(d) may be taken as read. (copy attached).
- 5. MATTERS ARISING FROM THESE MINUTES (if any). Note: no new decisions can be taken.**  
  
**Members' matters arising from these previous Minutes.**
- 6. POLICE REPORT (to be circulated on the night)**

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. **MINUTES of COMMITTEES.** To receive and note Minutes and recommendations of the following Committees: -

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

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

**Terms of Reference for The Management Team**

**Recommendation:**

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

**DEFERRED FROM LAST TOWN COUNCIL MEETING**

10. **RECOMMENDATION received from the OPERATION & ORGANISATIONAL WORKING GROUP dated 19<sup>th</sup> May 2017** (see attached)

**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.

**11. RECOMMENDATION received from LAVERTON INSTITUTE TRUST MANAGEMENT COMMITTEE dated 09<sup>th</sup> May 2017 (see attached)**

**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.

**12. 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 12 point checklist ahead of the implementation date 25.05.18

### **13. 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?

Information about youth councils and networks <http://www.byc.org.uk/programmes/uk>

Some examples of town councils doing this:

Aylesbury: <http://www.aylesburytowncouncils.gov.uk/event/youth-town-council-meeting/>

Cirencester: <http://cirencester.gov.uk/youth-town-council/>

(around 50 came up on a simple search)

**14. To appoint members to the FINANCE COMMITTEE**

Minimum of: 3 members from H,P & D

3 members from P & R

**15. THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.** Report by Lilly Bale

2017-2018	Bookings	<i>Notional</i>	Bookings	<i>Real Income</i>
<b>April</b>	12	£288.00	41	£2,865.90
<b>May</b>	19	£384.00	30	£1,024.00
<b>June</b>	14	£222.00	29	£2,813.49

**16. RECOMMENDATION for TOWN COUNCIL dated the 26<sup>th</sup> June 2017 – To approve the following Grants**

- Crosspoint - £6,000
- Heritage Society - £7,000

**17. 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 (see attached)
- Grants Policy (amended – see attached)

**18. CLERK'S CORRESPONDENCE/MATTERS:** (See attached)

**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**

**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

**19. 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

**20. 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: -

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