

## WESTBURY TOWN COUNCIL

At a MEETING of the POLICY & RESOURCES COMMITTEE held at THE LAVERTON,  
BRATTON ROAD, WESTBURY, on MONDAY 2<sup>nd</sup> OCTOBER 2017 at 7.00 pm.

**PRESENT:** Cllr M Sutton, (Chairman), Cllr J Russ, Cllr I Cunningham, Cllr M Kettley, Cllr G King, Cllr A Katonivualiku

Mrs D Urch (Town Clerk), Mrs S Barker, Mr Kieran Thorburn

Also in attendance: Cllr D Tout  
Cllr S Kimmis

**PUBLIC FORUM : 1 member of the public**

**R.1727 TO RECEIVE APOLOGIES (if any) AND REASONS**

Cllr Jones - Personal  
Cllr Morland - No apologies given

**R.1728 DISPENSATIONS**

None

**R.1729 DECLARATIONS OF INTEREST (if any) AND REASONS**

None

**R.1730 MINUTES**

Resolved to approve the Minutes of the Policy & Resources Committee meeting held on the 7<sup>th</sup> August 2017, which were agreed and signed by the Chair

**R.1731 MATTERS ARISING (if any) FROM THESE MINUTES.**

None

**R.1732 Update on actions from previous meeting**

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	Materials confirmed. Costs being sought – New quotes will be sought to construct and erect a case  02.10.17 - pending

**R.1733 WILTSHIRE COUNCILLORS' REPORTS**

**Cllr King**

At its next meeting on 10<sup>th</sup> October, the Cabinet be considering a report authority for a regulation 18 review of the Wiltshire Local Plan formally known as the Wiltshire Core Strategy.

Regulation 18 of the Town & Country Planning (Local Planning, England) Regulations 2012, requires authorities to state the subject of the plan to be

prepared and invite representations. The Consultation must be a minimum of 6 weeks. A similar paper will be considered by SBC on 18<sup>th</sup> October. A similar paper will be considered by Swindon Borough Council.

**R.1734      RECOMMENDATION received from DELEGATION OF SERVICES WORKING GROUP dated 24.08.17**

Asks the Committee to note that the Delegation of Services Working Group is considering a Management Agreement for the transfer of the Queens Road Allotments. The Management Agreement is a possible temporary solution pending the outcome of Wiltshire Council Community Asset Transfer (CAT) review in the Autumn 2017.

**To Note only - Noted**

**R.1735      RECOMMENDATION received from OPERATIONAL & ORGANISATIONAL WORKING GROUP dated 13.09.17**

**Proposal**

All Town Council, Committee, Working Group Meetings and appropriate Events are added to the electronic calendar.

An electronic meeting invitation for all meetings & events should to be sent to Councillors with the agenda and supporting documentation attached.

**Background**

The Councillors have found it helpful and efficient to receive meeting invitations for working groups as an electronic calendar invitation. An agenda, previous notes & supporting documentation is also attached making it easy for a Councillor to find the relevant documentation when attending a meeting, simply by locating the meeting in their electronic calendar.

The Organisational & Operational Working Group is recommending to Policy & Resources Committee that this is the process adopted for all Council meetings and events.

**Recommendation**

The Policy & Resources Committee recommend to Town Council that Committee & Working Group meetings and major events such as Grants Evening are organised using electronic meeting requests in the electronic calendar. And any relevant documents are attached.

**RESOLVED – to AGREE to proceed with the above recommendation**

**R.1736      RECOMMENDATION received from GRANTS SCRUTINY WORKING GROUP dated 19.09.17**

**Community and School Grants**

Town Council agree the attached community and school grants, as recommended by the Grants Scrutiny Working Group, totalling £9,708.74. However the total amount was shown incorrectly and should have read £10,208.74. The grant of £500 for West Wilts Youth Sailing Association, although agreed individually, was not included in the overall amount agreed.

The P&R Committee to note the correct amount and also forward to Town Council for noting.

**To Note only - Noted**

**R.1737 RECOMMENDATION received from STREETSCENE/CCTV WORKING GROUP dated 22.09.17**

Motion to P&R Committee 2<sup>nd</sup> October 2017

The P&R Committee will be aware of council policy to organise and run 4 x Community Litter Picks per annum. The Committee is also aware that supplies of litter pick equipment including adequately strengthened bags requires frequent topping up because equipment either breaks, is not returned or is mislaid.

The Committee also notes that the next Community Litter Pick is on Saturday 21<sup>st</sup> October 2017 between 10 am and noon and that there is currently insufficient equipment available.

**Recommendation:**

The Committee Resolves:

1. To purchase:  
20 Keplin Strong Aluminium Reaching Tools @ £4.78 each,  
20 Black Handy Hoop Ring Plastic Bag Holders @ £7.99 each  
2 packs of 50 Extra Heavy Duty Black Bin Bags at £5.97 each.  
24 Pairs of PU Coated Black Nylon Work Gloves @ £14.50  
20 High Viz vest yellow or orange EN471 @ £39.98
2. All of these items are available from Amazon for a total price of £321.82  
That the funds to pay for this request is taken from the EMR 365 [TCVG] (Revenue).

**RESOLVED – to AGREE to proceed with the above recommendation**

**R.1738 RECOMMENDATION received from Cllr I Cunningham dated 25.09.17  
Background**

The Great War Working Group has been meeting on a regular basis since early 2014. This is a time limited working group with the specific purpose of commemorating some of the events of World War 1 (1914 – 1918).

**Purpose**

The group is reconvening after a short break and needs some additional councillor members. Although some members are former councillors who have returned to support this group, they do not have voting rights.

This group also has several external members and it is not good for the council for meetings to be cancelled at short notice if we have quorum issues.

**Recommendation**

The P&R Committee seeks to appoint additional members to the Great War Working Group

**To Note – P & R Committee respectfully asks for volunteers for the Great War Working Group**

**R.1739 CHAIRMAN'S MATTERS FOR REPORT**

Two ideas for banners were circulated from the Grants Scrutiny Group for the Grants Evening

**To Note – Banner showing the White Horse was chosen**

**R.1740 BUDGET BIDS - None**

**However, the Committee were asked to Note** – There maybe a budget bid from the Great War Working Group next meeting as part of their 'Lasting Legacy item'

**R.1741 CLERK'S CORRESPONDENCE/MATTERS**

- a) Letter from Adrian Hampton at Wiltshire Council regarding the Community Asset Transfer Programme
- b) Letter from The Rotary Club, Westbury re the maintenance of the White Horse. The Rotary will no longer take responsibility for this, however, they are willing to assist any group who are able to take this on. The cost of cleaning the Horse could exceed £12,000 and this will need to be an agenda item for discussion at the next P & R meeting.
- c) Licensing application from Players – see below:-

The Licensing Authority have received an application from Players Club for a new Club Premises Certificate at Players Club, 26A Quartermaster Road, West Wilts Trading Estate, Westbury, BA13 4JT.

The application is for:

**Indoor Sporting Events**

Mon-Sat 07.00 – 02.00

Sun 07.00 – 00.00

**Live Music, Recorded Music, Performance of Dance and anything similar (indoors)**

Mon – Sat 07.00 – 02.00

Sun 07.00 – 00.00

**Supply of Alcohol (on and off sales)**

Mon – Sat 07.00 – 02.00

Sun 07.00 – 00.00

Any representation for or against the application must be submitted in writing to the licensing authority by **19 October 2017**.

Full applications can be viewed Monday-Thursday 9am to 5pm and Friday 9am to 4pm by appointment only. Please ring 01249 706555

It is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence is up to £5000

The Committee concluded that in principle they agree with the Licensing but did not agree with the 'off sale' of alcohol. This would require persons arriving to the location and this would increase the risk of accidents to the area.

R.1742

**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: -

August 2017 Schedule No 515      - £36,934.29

19.40pm hrs

Signed on behalf of the Meeting  
this second of October 2017

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Chairman

DRAFT