

**WESTBURY TOWN COUNCIL**

**AT THE MEETING OF THE TOWN COUNCIL HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY ON MONDAY, 4<sup>th</sup> September 2017 at 6.30 PM**

**PRESENT:** Cllr G King (Chairman)  
Cllrs, I Cunningham, D Tout, C Charlton, W Jones, J Russ, M Sutton, M Kettleby, N Pyne, S Hendry, A Katonivualik

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

**Also in attendance:** Miss Sarah Harris and Mr Kieran Holburn-Thorburn  
PC Amy Hardman, Community Coordinator Westbury

**T.3794 PUBLIC FORM:** None

**T.3795 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:**

Cllr F Morland	-	Personal
Cllr R Hawker	-	Personal
Cllr B Pyne	-	Personal

**T.3796 VOTING ON CO-OPTION OF NEW COUNCILLORS**

Interviews of all candidates took place prior to the meeting with a chance for councillors to ask questions.

Members to vote by a show of hands with a recorded vote. Candidates that receive a majority vote will be confirmed when the Council passes a resolution confirming that person is co-opted and they sign the Declaration of Office. The successful candidate will be declared co-opted to the Council and asked to join the meeting immediately.

The list of candidates is as follows:

- Barbara Swan
- Sheila Kimmins

**RESOLVED to AGREE THE CO-OPTION of Mrs Sheila Kimmins**

**T.3797 DISPENSATIONS:**

None

**T.3798 DECLARATIONS OF INTEREST:**

None

**T.3799 MINUTES.** To approve as a correct record, the Minutes of the Town Council Meeting held on the 31<sup>st</sup> July 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.

**AGREED**

**T.3800           MATTERS ARISING FROM THESE MINUTES (if any). Note: no new decisions can be taken.**  
None

**Members' matters arising from these previous Minutes.**  
None

**T.3801           POLICE REPORT - PC Amy Hardman**

I would like to take this opportunity to talk about a new proactive team that has recently been introduced in to the Community Policing model.

The team consists of a Detective Sergeant, nine Police Officers and two Local Crime Investigators, that are responsible for the Central Hub, which covers the North and West areas of the Count.

Whilst assisting the Community Policing Team, their core responsibilities include:

- Proactively tackling any ongoing crime / antisocial behaviour series, which are highlighted within the weekly tasking meeting that is chaired by Inspector Andy Fee. These series are raised by the local officers on the front line, and proactively targeted to prevent any escalation
- Locate and arrest outstanding offenders
- Manage any local enquiries relating to our serial perpetrators, also referred to as SWITCH nominals
- Following on from the matters raised in the weekly tasking meeting, gather intelligence which will facilitate in obtaining warrants from the court relating to drugs, stolen property and other issues
- Carry out drug warrants with assistance from the Community Policing Team
- Tackling ongoing community issues

The Proactive Team has been in place since the beginning of August 2017, and has already produced some fantastic results. Across the Central Hub they have made 39 arrests which has assisted us in being able to charge a number of offenders.

Examples of some of their great work include:

Members of the Proactive Team assisted in the investigation and arrest of a male who was arrested and charged with theft, having stolen a large quantity of cash from a person within the Town Centre.

Members of the Proactive Team located a caravan that had been stolen from the Dorset area, and brought to West Wiltshire. The perpetrator was arrested and the caravan was recovered. Dorset Police are currently investigating the theft.

## **COMMUNITY MESSAGING**

Working with our local communities, we have been developing ways to reach out to all our communities and keep everyone up to date with the latest information that matters to you in your area.

Through feedback and working with our local communities, we have developed the use of <https://www.wiltsmessaging.co.uk/> and are now sending out daily updates around crimes that matter to you in your area. This is enabling us to reach as much of our community as possible, as quickly as possible and impart any new crime prevention advice or information about incidents that may affect you in your community that we feel you need to know about.

We have received some very positive feedback around this and encourage you to speak to all members of your community and encourage them to sign up to Wiltshire Messaging. It is free and a very good way of keeping all our communities connected.

<https://www.wiltsmessaging.co.uk/>

## **CRIME EXCEPTIONS**

These figures are based on an evaluation of data, over a two year rolling period. Using this data we can predict what figure is the average that should be reported in a specific month, and what are the higher and lower parameters that we may expect. Figures outside of these parameters are classed as 'Crime Exceptions'.

I have also been asked to include Domestic Abuse figures as it is on our Control Strategy. I will not go in to detail in these cases, and will merely report on numbers

Unfortunately the application used to provide this information is currently unavailable

For the month of August 86 crimes have been which appears to be higher than previous years. This rise looks to be all under the heading of Violence Against the Person although further work needs to be done to establish whether or not this is in public or private space and if there is anything that could be done to identify patterns or prevent a reoccurrence.

Of the 86 crimes reported, 19 of these were classed as Domestic Abuse which comprised of 11 Violence Against The Person offences, 2 Theft offences, 2 Criminal Damage/Vehicle offences, and 2 Sexual offences. \*9 of these are historic reports\*

**OTHER INFORMATION**

For those looking to organize an even within the community, please have a look at the toolkit available from Wiltshire Council, which gives guidance and advice with regards to most types of events, including information about traffic management and which agencies / departments need to be contacted when applying for various licenses / road closures.

It can be found at <http://www.wiltshire.gov.uk/public-events-toolkit.pdf>

There were concerns raised about youths causing antisocial behaviour this summer at a few locations in and around Westbury Town. This was highlighted by PCSO Katsande and a number of patrols were carried out by CPT at prominent times to try to tackle the issues. No youths were located during our patrols. It is hoped that once school has started again that the issues will not reoccur, but it remains on the radar and so extra patrols and support to PCSO Katsande will be given if required.

For a detailed breakdown of the crime in your area visit...

<https://www.police.uk/wiltshire>

**T.3802 WILTSHIRE COUNCILLORS' REPORTS.**

**Cllr D Jenkins**

Cllr Jenkins confirmed that a consultation is being sent to all residents informing them of the changes that will be made to re-cycling centres. The new operators will be FCC Environment and centres will be temporarily closing for the changeover.

**T.3803 MINUTES of COMMITTEES.** The following minutes were received and noted:

Highways, Planning & Development Committee	-	17.07.17
Highways, Planning & Development Committee	-	21.08.17
Policy & Resources Committee	-	07.08.17
Finance Committee	-	14.08.17

**T.3804 COMMUNICATIONS BY THE TOWN MAYOR.** To receive such communications as the Town Mayor may wish to lay before the Council

Introduction and welcome to new members of staff – Miss Sarah Harris and Mr Kiernan Holburn-Thorburn who joined the Council on 21<sup>st</sup> August 2017.

**To Note**

**T.3805 RECOMMENDATION FROM THE FINANCE COMMITTEE DATED 14.08.17. TO ADJUST THE MONTHLY AMOUNT TRANSFERRED FROM BANK ACCOUNT NO2.**

**Proposal:**

Increase the amount transferred from Westbury Town Council Business Account to No 2 Account from £17,000 to £21,000 per month.

**Background:**

Each month the Clerk pays the salaries, HMRC and Wiltshire Pension from. The No 2 Account. Funds are transferred from Westbury Town Council Business Account to the No 2 Account to cover these amounts. The figure transferred is monitored regularly. This will need to be increased to cover the costs of two new employees.

**Recommendation:**

To raise the maximum monthly amount transferred from the Westbury Town Council Business Bank Account to No 2 Account from £17,000 to £21,000 to cover staff salaries, PAYE/NI and pensions. Amend the Financial Regulations accordingly.

**RESOLVED: To APPROVE the above recommendation**

**T. 3806 RECOMMENDATION RECEIVED FROM THE FINANCE COMMITTEE DATED 14.08.17**

**NOTICE OF DATE OF COMMENCEMENT OF PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS. ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017.**

Sections 26 & 27 of the Local Audit and Accountability Act 2014 provide for:

Any person interested has the opportunity to inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to them. For the year ended 31 March 2017.

The period for the exercise of public rights expired on the Monday 31st July 2017. The Town Council did not receive any requests from local electors to view the accounts.

**For Members to Note**

**T.3807 RECOMMENDATION RECEIVED FROM THE TOWN CLERK DATED 06.03.17**

In accordance with the Governance and Accountability for Smaller Authorities in England, the Town Council resolves to formally accept the 2017-18 precept of £538,649

**RESOLVED: To APPROVE the above recommendation**

**T.3808 RECOMMENDATION received from FINANCE COMMITTEE dated 14.8.17**

To confirm the appointment of Cllr N Pyne to the Finance Committee

Other Members – Cllr C Charlton, Cllr I Cunningham, Cllr W Jones, Cllr Kettleby, Cllr G King, Cllr F Morland, Cllr J Russ, Cllr M Sutton, Cllr D Tout

**RESOLVED: To APPROVE the above recommendation**

**T.3809 RECOMMENDATION FROM THE FINANCE COMMITTEE DATED 14.08.17  
TO AWARD ADDITIONAL GRANT TO HERITAGE SOCIETY**

The Finance Committee recommends an additional payment of £500 to The Heritage Society. An amount of £7,500 was agreed in the 2017/18 budget however only £7,000 was put forward to Town Council on July 2017 in error. (additional documentation previously circulated with the Finance Committee Agenda for 14.08.2017).

**RESOLVED: To APPROVE the above recommendation**

**T.3810 RECOMMENDATION FROM THE FINANCE COMMITTEE DATED 14.08.17**

**Community and School Grants**

The Finance Committee recommends that Town Council agree the attached community and school grants, as recommended by the Grants Scrutiny Working Group, totalling £9,708.74 for community grants and £2,000 for school grants

(additional documentation previously circulated with the Finance Committee Agenda for 14.08.2017).

***Councillors declared the following interests:***

<b><i>Cllr Sutton</i></b>	<b><i>West Wilts/Elblag Twinning</i></b>	<b><i>WTC Representative</i></b>
<b><i>Cllr Sutton</i></b>	<b><i>Westbury Midweek Skittles</i></b>	<b><i>Personal</i></b>
<b><i>Cllr King</i></b>	<b><i>Westbury Welfare of the Elderly</i></b>	<b><i>WTC Representative</i></b>
<b><i>Cllr Sutton</i></b>	<b><i>Friends of Westbury Station</i></b>	<b><i>Personal</i></b>
<b><i>Cllr Jones</i></b>	<b><i>Westbury Churches Together</i></b>	<b><i>Personal</i></b>
<b><i>Cllr Jones</i></b>	<b><i>Westbury Family History Society</i></b>	<b><i>Personal</i></b>
<b><i>Cllr King</i></b>	<b><i>French Twinning Association</i></b>	<b><i>Personal</i></b>
<b><i>Cllr Sutton</i></b>	<b><i>French Twinning Association</i></b>	<b><i>WTC Representative</i></b>
<b><i>Cllr Cunningham</i></b>	<b><i>Westbury Junior School</i></b>	<b><i>Chair of Governors</i></b>

**RESOLVED: To APPROVE the above recommendation**

**T.3811 RECOMMENDATION RECEIVED FROM THE FINANCE COMMITTEE DATE  
14.08.17**

**Request to write off Bad Debt**

The Finance Committee recommend writing off a bad debt of £180 as detailed in the additional documentation previously circulated with the Finance Committee Agenda for 14.08.2017

**RESOLVED: To APPROVE the above recommendation**

**T.3812 RECOMMENDATION RECEIVED FROM THE GRANTS SCRUTINY WORKING GROUP DATED 16.08.2017**

**Additional Small Grant Awards 2017/18**

**Recommendation:**

The Grants Scrutiny Working Group recommend Town Council approve the following additional grants, not agreed in time for the Finance Committee Meeting on August 14<sup>th</sup> 2017:

Leigh Park Community Centre            £300.00

Westbury Youth Club                        £500.00

**RESOLVED: To APPROVE the above recommendation**

**T.3813 THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP REPORT**

1. The Projector has been purchased and once installed has amply justified the purchase.
2. The Group will not proceed with consultant quotes for the lighting system but will upgrade existing bulbs on the chandelier and investigate the use of battery table lamps.
3. The sound system will be improved using local and in-house expertise as there is no budget for expensive modifications.
4. Wiltshire Council have no objections to the use of a defibrillator attached to the Laverton and this will now be progressed. Once a date has been agreed for installation the Town Clerk will contact the White Horse News to advertise the fact.
5. We are awaiting a decision as to whether the garage floor can be excluded from being a fire escape but will also pursue whether the floor can be included in the extension works.
6. The Public Loan has been finalised and it is hoped the extension will be completed by the end of January depending on weather conditions. Survey bills are currently going to tender.
7. For charity and local events the bar will be free of charge for staff once costs have been met.
8. Projected income for 2017 is currently exceeding 2016

**The above was noted**

**T. 3814 RECOMMENDATION RECEIVED FROM EVENTS WORKING GROUP DATED 03.07.17**

**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.

**RESOLVED: To APPROVE the above recommendation – Town Clerk will approve all money spent in accordance with financial procedures**

**T.3815 RECOMMENDATION RECEIVED FROM POLICY & RESOURCES COMMITTEE DATED 07.08.2017**

**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).

**T.3816 RECOMMENDATION RECEIVED FROM POLICY & RESOURCES COMMITTEE DATED 07.08.17**

**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

**RESOLVED: To ADOPT the above recommendation**

**T.3817 CLERK'S CORRESPONDENCE/MATTERS:**

- Reminder to all Councillors, that Finance Training will be provided by DCK Accountancy (our providers) on Thursday 7<sup>th</sup> September from 18.00hrs.
- The five defibrillators have been received and will be installed by Wheelers in the coming weeks. There will be training provided for the town. All are welcome to attend.

1. Saturday 14<sup>th</sup> October 2017 – session 1 will take place at 10am to 11.15am and a second session will follow at 11.30 to 12.45
2. Tuesday 24<sup>th</sup> October 2017 – 18.30 to 20.30



- Post Office – The Post Office has notified the Town Council there is one application to establish a Post Office in the Town Centre that is being progressed. Due to the lengthy process, it is extremely unlikely that a Westbury Town Centre Post Office will be available over the busy Christmas Period. We have explored the option of a mobile Post Office but due to a high footfall this is not feasible. Customers will be required to use the Post Office at:
  1. Ham Post Office Store
  2. Bratton Sub Post Office
  3. Fairfield Farm College – Dilton Marsh
- The Town Clerk (role) has been asked to join the Westbury Community Project as Ex-Officio. The position will support the project by attending meetings and advising on Facility related issues.
- The Grants Award Evening will take place on Wednesday 11<sup>th</sup> October at 7pm. As we will be trying something new this year, we would ask all Councillors to attend if possible.
- Town Clerk received a notice from NFU, Wiltshire, asking for permission to display a notice about Hare Coursing. – **Members to support this request**

**The above was noted**

**T.3818**

**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 514 - July 2017 - £189,976.78**

**20.10hrs**

**Signed on behalf of the Meeting**  
**4<sup>th</sup> September 2017**

.....  
**Chairman**