

26<sup>th</sup> NOVEMBER 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 4<sup>TH</sup> DECEMBER 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 Meeting held on the 2<sup>nd</sup> October 2017 and Extraordinary Minutes of the Committee Meeting held on the 16<sup>th</sup> October 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:**

<b>Minute ref</b>	<b>Subject</b>	<b>Action</b>	<b>Update</b>
R.1676	Chateau Du Loir Tapestry	Tapestry to be placed in a sealed case and displayed in a more prominent place	Designer Framing to provide quote below:-  21.11.17- Quote for £150.00 inc VAT
R.1685	Back lighting for stained glass window	LITWG to investigate feasibility of back lighting	Lighting specialist visited recently. Now pending LITWG  4.12.17 – on hold pending Laverton build works

**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 Cllr I CUNNINGHAM dated 14<sup>th</sup> November 2017**

**Register of Consultations**

**Proposal**

That Westbury Town Council maintains a register of consultations to which we may wish to respond.

**Background**

There have been occasions in the past when we have missed consultations; failed to ask for extensions we needed; failed to realise that a deadline applies or not distributed necessary documentation. In most cases this was as much the fault of the other party as our own.

**Recommendation**

Westbury Town Council maintains a list of consultations of which we are aware Title Body Consulting Out status (statutory, optional) Closing date Where documentation can be seen Committee or group responding Meeting at which it will first be discussed Meeting at which response must be made (often the same as above) Whether councillors can respond privately as well Response made (or link/reference to it) Whether an extension will needed Whether an extension was granted Whether an extraordinary meeting is required.

**9. RECOMMENDATION received from POLICY and RESOURCES COMMITTEE dated 13<sup>th</sup> November 2017**

**White Horse Maintenance**

**Proposal**

White Horse cleaning and maintenance will always be on-going. 2018 will see the 100 year Great War Commerations and the Beacon will be lit by the Lord Lieutenant

of Wiltshire. With this event in mind, the White Horse will need to be cleaned and any future cleaning/maintenance taken into account.

### **Background**

Letter received from The Rotary Club of Westbury to inform Westbury Town Council that they will no longer be taking the lead on any future maintenance of the White Horse. Previously The Rotary Club have always taken the lead on such projects

### **Recommendation**

Westbury Town Council to propose ideas for future maintenance and the organisational implications including any budget proposals.

## **10. RECOMMENDATION received from Cllr G KING dated 20th November 2017 Rewards and Recognition Policy (see attached)**

### **Proposal**

Policy & Resources Committee (committee) recognises and values the contribution made by the paid staff in the delivery of its purposes.

### **Background**

Committee recognises times the paid staff have delivered a high-quality piece of work or are called upon to deliver results or lend support to cover projects, events and absence, over and above what would normally be expected of them.

### **Recommendation**

Committee is cognisant of the fact that it currently has no policy or procedure for recognising and saying thank you for whenever an exceptional contribution is made and for that reason it is resolved:

1. To recommend to Council the immediate adoption of attached Reward and Recognition Policy
2. That regarding the operation of this policy recommendations should be made to the Clerk regarding the paid staff and to the serving Mayor in consultation with the management team regarding the Town Clerk
3. Those making such a recommendation be aware that the policy should be used sparingly to have meaning and that the final decision rests with the Clerk or the Mayor.

## **11. For the COMMITTEE to NOTE Service Devolution and Asset Transfer Policy from Wiltshire Council dated October 2017 (see attached)**

## **12. RECOMMENDATION received from BUSINESS PLAN WORKING GROUP dated 22nd November 2017 Situation Analysis**

### **Proposal**

P&R Committee considers the Situation Analysis provided by LCS Ltd and decide the next steps, particularly in relation to recommendations 7 and 8.

### **Background**

At the Town Council meeting, 06.11.17 (T.3831) the Council resolved to employ LCS Ltd to complete a Situation Analysis that would enable the Council to review its current processes and go on to develop its Strategic Plan, Business Plan and Medium Term Financial Plan (MFTP).

### **Recommendation**

The Policy & Resources Committee review the Situation Analysis and decide on the recommendations listed within the report (particularly in relation to 7 &8)

## **13. 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:

- Volunteering Policy (see attached)
- Unitary Councillor Policy (see attached)
- Code of Conduct Policy (see attached)

**14. To resolve that, in view of the confidential nature of the business about to be transacted, the public and press be temporarily excluded and instructed to withdraw.**

**15. RECOMMENDATION received from Cllr G KING dated 20<sup>th</sup> November 2017.**

**16. To resolve to return to open Council.**

**17. CHAIRMAN'S MATTERS FOR REPORT**

**18. BUDGET BIDS**

- Grants Scrutiny Working Group - £10,000 to fund the Westbury Festival

**19. CLERK'S CORRESPONDENCE/MATTERS**

**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: -

October 2017 Schedule No 517- £152,874.84