



Westbury Town Council

The Laverton, Bratton Road, Westbury
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30th January 2018

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 5th FEBRUARY 2018 AT 7pm.

Yours faithfully

Town Clerk

Public Forum

Register between 6.45pm – 6.55pm
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 Meetings held on the 8th January 2018 (See attached)
5. **MATTERS ARISING** (if any) FROM THESE MINUTES. **Note: no new decisions can be taken.**

Members Matters Arising.

6. 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.

7. UPDATE ON ACTIONS FROM PREVIOUS MEETING MINUTES

The following items are for information purposes only:

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	Ready for collection
R.1685	Back lighting for stained glass window	LITWG to investigate feasibility of back lighting	Currently on hold pending Laverton build works

8. RECOMMENDATION received from Operation and Organisation Working Group dated 15th January 2018

Members Code of Conduct

P&R Committee to support Westbury Town Council in abiding by Wiltshire Council's Code of Conduct with the Westbury Town Council Code of Conduct acting as a codicil. The committee to recommend adoption to Town Council (see documentation attached).

9. RECOMMENDATION received from Emergency Planning Working Group dated 29th January 2018

Emergency Plan

P&R Committee to review the draft Emergency Plan and recommend adoption to Town Council (Draft plan attached)

10. RECOMENDATION received from Town Clerk dated 29 January 2018

Revised Sponsorship Policy (formerly Sponsorship of Roundabouts Policy)

P&R Committee to review the draft Sponsorship Policy and recommend adoption to Town Council (Draft policy attached). This policy has been revised to become a general sponsorship policy covering other sponsorship opportunities that may arise in the future.

11. RECOMMENDATION received from Cllr W Jones dated 23rd January 2018

Draft Community Engagement Policy

P&R Committee to review the Draft Community Engagement Policy and recommend adoption to Town Council (Draft policy attached).

12. Wiltshire Council Parish Newsletter dated 15th January 2018

P&R Committee to note Westbury Town Council are now receiving the regular Parish Newsletter from Wiltshire Council. The Committee should also note the consultation by Swindon and Wiltshire Local Enterprise Partnership (SWELP) regarding University level courses.

13. CHAIRMAN'S MATTERS FOR REPORT

14. BUDGET BIDS None

15. CLERK'S CORRESPONDENCE/MATTERS.

16. 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: -

December Schedule No 519 - £181,787.23