

WESTBURY TOWN COUNCIL

At a MEETING of the POLICY & RESOURCES COMMITTEE held at THE LAVERTON,
BRATTON ROAD, WESTBURY, on MONDAY 4th DECEMBER 2017 at 19.00 pm.

PRESENT: Cllrs M Sutton (Chairman), J Russ, I Cunningham, W Jones, M Kettleby,
A Katonivualiku, G King
Mrs D Urch (Town Clerk) and Mrs S Barker

PUBLIC FORUM :

Mrs Nadia Evans – A big thankyou for the Christmas Event, very good
day

Cllr D Jenkins

R.1753 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE

Cllr Morland – No apologies given

R.1754 DISPENSATIONS NONE

R.1755 DECLARATIONS OF INTEREST (if any) AND REASONS

Cllr Jones – Westbury Festival

Cllr Cunningham – Westbury Festival

Cllr Russ – Westbury Festival

R.1756 MINUTES. To confirm and sign the Minutes of the Committee Meetings held on the 2nd October 2017 and the Extraordinary Minutes of the Committee Meeting held on the 16th October 2017

RESOLVED – That the minutes of the Policy and Resources Committee meetings held on 2nd October and 16th October were confirmed and signed by the chair

R.1757 MATTERS ARISING (if any) FROM THESE MINUTES. Note: no new decisions can be taken.

NONE

R.1758 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	Designer Framing to provide quote below:-

			21.11.17- Quote for £150.00 inc VAT - AGREED
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

R.1760 WILTSHIRE COUNCILLORS REPORTS

Cllr King – nothing to report

Cllr Jenkins – Area Board Meeting will be held on Thursday, 7th December 2017
Expecting a good public turnout and Hills, Dementia Services and Tarmac will also be attending. There should also be an update on The Ham

R.1761 RECOMMENDATION received from Cllr I CUNNINGHAM dated 14th 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.

RESOLVED: TO APPROVE the above recommendation

**R.1762 RECOMMENDATION received from POLICY and RESOURCES
COMMITTEE dated 13th 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

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.

UPDATE – Rotary Treasurer, David Pike, called into the office and said that the Rotary are looking to reform a group with regard to the cleaning and painting of the White Horse in 2018. A meeting has been arranged for Wednesday, 17th January 2018.

RESOLVED: TO AGREE to the amended recommendation below

For the Chair of TIG to attend the scoping meeting in January 2018 and report back to Policy and Resources Committee. The Committee agreed the cleaning of the White Horse should sit with the TIG/Tourism Working Group

**R.1763 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.

RESOLVED: TO APPROVE TO the above recommendation

R.1764 For the COMMITTEE to NOTE Service Devolution and Asset Transfer Policy from Wiltshire Council dated October 2017 (see attached)

TO NOTE ONLY – Circulated to the Committee

R.1765 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)

RESOLVED: TO AGREE to the amended recommendation below:

That the Situation Analysis provided by LCS Ltd is referred back to the Business Plan Working Group for their consideration and recommendation to the Policy and Resources Committee

R.1766 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)

RESOLVED: TO AGREE the amended recommendation for the draft Volunteering Policy and draft Unitary Councillor Policy and recommend its adoption to Town Council in January 2018

- Code of Conduct Policy (see attached)

REFER BACK TO OPERATIONS & ORGANISATIONAL WORKING GROUP to review in line with the Wiltshire council code of conduct policy

R.1767 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.

R.1768 RECOMMENDATION received from Cllr G KING dated 20th November 2017

R.1769 To resolve to return to open Council

R.1770 CHAIRMAN'S MATTERS FOR REPORT –

- A big thankyou to everyone involved in the Christmas Event. Reported that it was a huge success, especially the Snow Lion. Westbury Town Council are proud to support this successful, free event which is of huge benefit to families. The Chair of the Committee offered to draft a thank you letter to staff on behalf of the Policy and Resources Committee
- Council changes in the future will mean a huge amount of extra work for all staff and Councillors and there will be several more Working Groups

R.1771 BUDGET BIDS

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

RESOLVED: TO AGREE the above budget bid

R.1772 CLERK'S CORRESPONDENCE/MATTERS – None

R.1773 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

RESOLVED: TO APPROVE the above list of payments No 517

8.45pm hrs

**Signed on behalf of the Meeting
this fourth of December 2017**

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Chairman