

2nd January 2018

YOU ARE HEREBY SUMMONED to attend a MEETING of WESTBURY TOWN COUNCIL to be held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY, 8th JANUARY 2018 at 7.00pm.

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

Prayers

1. **TO RECEIVE APOLOGIES** (if any) **AND REASONS FOR ABSENCE.**
2. **DISPENSATIONS** (if any).
3. **DECLARATIONS OF INTEREST** (if any) **AND REASONS.** (Members must be diligent regarding their interests.)
4. **MINUTES.** To approve as a correct record, the Minutes of the Town Council Meetings held on the 4th September 2017 and 6th November 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. (copy attached).
5. **MATTERS ARISING FROM THESE MINUTES** (if any). **Note: no new decisions can be taken.**

Members' matters arising from these previous Minutes.
6. **POLICE REPORT** (see attached).

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. **MINUTES of COMMITTEES.** To receive and consider Minutes and recommendations of the following Committees: -

Policy & Resources Committee	04/12/17 (attached)
Finance Committee	11/12/17 (attached)
HP & D Committee	18/12/17 (attached)

9. **RECOMMENDATION received from POLICY and RESOURCES COMMITTEE dated 13th September 2017**

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.

Recommendation

Policy & Resources Committee recommends that this is the process adopted for all Council meetings and events.

10. **RECOMMENDATION received from DELEGATION OF SERVICES WORKING GROUP dated 30th October 2017**

Proposal

Town Council to consider adoption of the new Bus Stop on Bitham Park and on-going maintenance (see attached) on the 6th November 2017 Town Council requested to go back to Wiltshire Council and ask for funding for the bus stop and on-going maintenance (S106) from the Developer. If Wiltshire Council do not agree this should come back to the next Town Council and re-consider.

Original Minute number T.3837

Background

Town Council to re-consider after update below from Wiltshire Council

"The site planning permission was granted on appeal. There was no provision in a S106 agreement in relation to a bus shelter.

The position in a nutshell is this. If a bus shelter is provided, this Council has no funds to maintain, so it might fall into disrepair and eventually have to be

Proposal

Town Council to consider adoption of the new Bus Stop on Bitham Park and on-going maintenance (see attached) on the 6th November 2017 Town Council requested to go back to Wiltshire Council and ask for funding for the bus stop and on-going maintenance (S106) from the Developer. If Wiltshire Council do not agree this should come back to the next Town Council and re-consider.

Recommendation

Town Council to adopt the bus shelter and the on-going maintenance

11. RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 20th November 2017 Rewards and Recognition Policy (see attached)

Proposal

Town Council recognises and values the contribution made by the paid staff in the delivery of its purposes.

Background

Town Council 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

Town Council 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.

**12. RECOMMENDATION received from POLICY and RESOURCES COMMITTEE dated 4th DECEMBER 2017 (see attached)
Adoption of Policies**

Recommendation

Town Council adopts the following policies

- **Unitary Councillor Policy**
- **Volunteering Policy**

13. RECOMMENDATION received from the FINANCE COMMITTEE dated 11th December 2017

Draft Budget 2018/19

To adopt the Draft Budget 2018/19 as recommended by the Finance Committee on 11th November 2017 and as amended to reflect increased costs in Administration, Delegated Services and the continuation of the 2 hours free car parking

14. To resolve to set the Precept for 2018-2019 (see attached)

15. RECOMMENDATION received from the FINANCE COMMITTEE dated 11th December 2017 (F.260)

Proposal

The Finance Committee considers meeting more regularly to monitor the financial performance of the council and to assist and support the finance team in their work.

Recommendation

Finance Committee considers meeting more regularly to monitor financial performance.

Recommend to Town Council that the Finance Committee meets six times per year

16. RECOMMENDATION from FINANCE COMMITTEE DATED 11th December 2017 Re-naming of Grants Scrutiny Working Group (F.257)

To accept the Grants Scrutiny Working Group is renamed to Community Partnership Finding Working Group
To cover funding arrangements as well as Grants

17. RECOMMENDATION received from HIGHWAYS, PLANNING and DEVELOPMENT COMMITTEE dated 18th December 2017
Recommendation

Highways, Planning & Development Committee recommend to Town Council that the CCTV and Streetscene Working Group are split into two separate working groups. As joining these two working groups has not worked well for external partners attending and there is a lack of synergy between the two groups.

To confirm membership for:

- a) CCTV
- b) Streetscene

18. RECOMMENDATION received from HIGHWAYS, PLANNING and DEVELOPMENT COMMITTEE dated 18th December 2017 (T.3486)
Recommendation

Highways, Planning & Development Committee recommend to Town Council the draft Project Mandate for the Neighbourhood Plan. This plan will be reviewed and updated throughout the life of the Neighbourhood Plan. The Town Council will

receive regular updates throughout the life of the Neighbourhood Plan project. (See attached)

19. CLERK'S CORRESPONDENCE/MATTERS:

- Thank you from the Westbury Amateur Swimming Club for their Grant
- Thank you from Westbury Music & Arts Festival for their Grant
- Thank you from Larkrise Community Farm for their Grant. Open invitation to visit
- Thank you from Westbury & District Churches Together for their Grant

20. THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP. Report by Cllr M Sutton. (See attached)

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

22. RECEIVE ASSET INVENTORY REPORT

To receive and confirm asset inventory report as correct

23. 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: -

November 518 - 2017 - £92,394.04