

27th February 2018

**YOU ARE HEREBY SUMMONED to attend a MEETING of WESTBURY TOWN COUNCIL
to be held at THE LAVERTON, BRATTON ROAD, WESTBURY
on MONDAY 5th MARCH 2018 at 6.30 pm.**

Yours faithfully

Town Clerk

Public Forum

Register between 6.20 pm – 6.30 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.**

**PRESENTATION BY WILTSHIRE CLINICAL COMMISSIONING GROUP
(Commencing at 6.30pm)**

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 Meeting held on the 8th January 2018, 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** (to be circulated on the night)
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 note Minutes and recommendations of the following Committees: -

Highways, Planning & Development Committee	-	15.01.18 (Attached)
Highways, Planning & Development Committee	-	19.02.18 (Attached)
Policy & Resources Committee	-	05.02.18 (Attached)

9. **TO RECEIVE NOMINATIONS FOR MAYOR FOR THE ENSUING YEAR.**
10. **TO RECEIVE NOMINATIONS FOR DEPUTY MAYOR FOR THE ENSUING YEAR.**
11. **RECOMMENDATION received from the INTERNAL AUDIT WORKING GROUP dated 15th January 2018**

The Internal Audit Working Group recommends the changes attached to the town councils current list of Ear Marked Reserves (EMR). The suggested changes will also reduce the list from its current 32 to 24.

12. **RECOMMENDATION received from the LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP dated 18th January 2018**

New Conference Table

The existing conference table in the Abraham Room is old and very heavy. It is not an item that was meant to be moved around the room and it does not fold and can't be stored in any other locations. Unfortunately, the structure of the table has been compromised due to the way it has been moved around in the past.

The LITMWG proposes replacing this conference table with four smaller folding tables which will interlock to seat 10 to 12 people whilst allowing the flexibility to fold and store them when not in use.

The recommendation is for Town Council to agree to purchase 4 x folding tables at a cost of £1,082.40 + VAT

13. **RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 5th February 2018**

Members Code of Conduct

Town Council to note that the P&R Committee recommends that Westbury Town Council adopts Wiltshire Council's Code of Conduct (R.1788 refers – copy previously circulated with the P&R agenda for 5.2.18)

To Note only

14. RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 5th February 2018

Emergency Plan

Town Council to note that the P&R Committee recommends that Westbury Town Council adopts the Emergency Plan, however it has been referred to the Emergency Planning Working Group to include Church halls in the places of safety (R.1789 refers – copy previously circulated with the P&R agenda for 5.2.18)

Town Council should note that this is a working document and subject to frequent change and should be re-confirmed annually.

To Note only

15. RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 5th February 2018

Revised Sponsorship Policy (formerly Sponsorship of Roundabouts Policy)

Town Council to note that the P&R Committee recommends that Westbury Town Council adopts the revised Sponsorship Policy (R.1790 refers – copy previously circulated with the P&R agenda for 5.2.18)

To Note only

16. RECOMMENDATION received from the POLICY & RESOURCES COMMITTEE dated 5th February 2018

Draft Community Engagement Policy

Town Council to note that the P&R Committee recommends that Westbury Town Council adopts the revised Sponsorship Policy (R.1791 refers – copy previously circulated with the P&R agenda for 5.2.18)

To Note only

17. RECOMMENDATION received from the TOWN CLERK dated 6th February 2018

Town Council to approve two new direct debit payments to Water2business (Wessex Water) relating to the water supply at our public toilets in The High Street and Warminster Road Car Parks. This is in line with the town council other utility payments which are made by direct debit.

18. RECOMMENDATION received from the HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE dated 19th February 2018

Town Council to arrange for a spring clean of the White Horse and develop and agree a long term plan for cleaning (only).

19. APPOINTMENT OF A NEW FACILITIES ASSISTANT

Town Council to note the appointment of a new Facilities Assistant subject to satisfactory references and receipt of signed contract of employment. This post is expected to commence on 1.5.2018.

20. RECOMMENDATION from the Town Clerk, dated 21.02.18**Permanent Appointment of Administrative Assistant**

The Town Clerk would like to recommend Westbury Town Council permanently appoint Kieran Holburn-Thorburn and Sarah Harris as Administrative Assistants to Westbury Town Council following the successful completion of their six months' probationary period.

21. CCTV

In January 2017 Town Council asked the CCTV Working Group to report on a number of questions. The report attached details those questions and the response from the CCTV Working Group as well as camera specific reports from the police .

22. RESIGNATION FROM TIG/TOURISM WORKING GROUP

Town Council to note Cllr R Hawkers resignation from the TIG/Tourism Working Group dated 13.11.17

23. REPRESENTATIVES OF THE COUNCIL ON OTHER BODIES – Feedback to council by each representative:

ORGANISATION	REPRESENTATIVE
68 (Westbury) Sqn ATC	Cllr Sutton
BA13 Community Partnership	Cllr King & Cllr Cunningham
Community Area Transport Group (CATG)	Cllr Morland
Elblag Twinning Association	Cllr King
Warminster & Westbury CCTV Committee	Cllt WD Tout
Westbury Area Board	Cllr Cunningham
Westbury District Twinning Association	Cllr Sutton
Westbury Heritage Society	Cllr Cunningham
Westbury (Wilts) Welfare of the Elderly Association	Cllr King
Wiltshire Association of Local Councils	Cllr King
Wiltshire Council Rights-of-Way	Cllr Jane Russ
Northacre – Hills Liaison Group	Cllr Tout

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

The LITMWG would like it noted that planned future meetings will be held quarterly.

25. **CLERK'S CORRESPONDENCE/MATTERS:**

Public Meeting - Proposed Advanced Thermal Treatment Facility

- a) Notes from Public Meeting are now available on the website.
- b) Westbury Town Council to consider questions received from Mr Eades and numerous members of the public
 - Will the Town Council ask Wiltshire Council to request the Environment Agency to bring forward the Environmental permit procedure and make this part of the new planning consent issued to Hills?
 - Will the Town Council ask the Environment Agency for immediate clarification of which issues will be covered by the Environmental permit so that those issues which fall outside the Environmental permit can be addressed to Wiltshire Council in the forthcoming planning application?

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

27. **EAR MARKED RESERVE REPORT** (see attached)
To note

28. **BUDGET REPORT**
To note the report attached to 31.12.2017.

29. **RECEIVE ASSET INVENTORY REPORT.** To receive and confirm asset inventory report as correct record.

30. **LOCAL COUNCIL RISK SYSTEM.** The summary of all risk assessments that have been carried out and monitored by the Council are enclosed for review. Members to adopt and confirm the plan.

31. **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: -

JANUARY 2018	-	£133,131.98
--------------	---	-------------

32. **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.**

33. **STAFFING MATTERS** (see attached)

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