

26th March 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, TUESDAY 3rd APRIL 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.**

**PRESENTATION BY MARK HATCLIFFE & GRAHAM AUSTIN REFERENCE THE
CLOSURE OF BARCLAYS BANK IN WESTBURY**

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 5th February 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	Location chosen, waiting for Andrew to install.
R.1685	Back lighting for stained glass window	LITWG to investigate feasibility of back lighting	Currently on hold pending Laverton build works and planning

8. RECOMENDATION received from TOWN CLERK dated 7th March 2018 – Revised layout for Agenda & Minutes

Proposal

The P&R Committee to review the proposed revised layout for agenda and minutes

Background

Westbury Town Council has used the same layout for minutes and agenda for quite some time. The layout relied heavily on indentation in formatting the layout which can be problematic and time consuming to correct particularly when copying and pasting reports etc. The previous layout failed to take advantage of the full width of a piece of paper thus producing a document that was unnecessarily long.

The suggested revised layout aims to achieve the following:

1. Standardised layout and consistency over all 4 main committees
2. Standardised format and font size
3. Use of font size Arial 12 (easier for visually impaired to read)
4. Standardised wording in common parts of all agenda
5. Ease of identifying and accessing attachments
6. Templates to be set up to help reduce time spent by staff producing documents and to help when staff cover each other's committee meetings
7. To ensure consistency in the documentation that is published in the public domain

The office staff would like to have a format agreed and ready to use by the start of the new town council year in May, when it is hoped that the new cloud based will also be ready to use.

Recommendation

The P&R Committee to review the proposed revised layout for agenda and minutes making changes it feels necessary and recommend that Town Council notes that this format will be used for meetings from May 2018

9. RECOMMENDATION received from OPERATIONAL AND ORGANISATIONAL WORKING GROUP held on 22.03.2018 – Amend Scheme of Delegation.

Proposal

Policy and Resources Committee to review the attached Scheme of Delegation and recommend to it to Town Council for acceptance.

Background

The nature of the Town Council is changing and as an increasing number of services are moved into the council from the primary authority the previous structures are no longer able to allow the council to function efficiently. As services are taken on by the council decisions will have to be made when recourse to Town Council on every occasion would mean that some decisions could take many months to be realised resulting in paralysis of decision making.

Which decisions are delegated will still be the responsibility of Town Council and those delegations can be reversed at any time should Council so desire.

Within the Scheme of Delegation it is proposed in the document that should councillors request it decisions can be fully debated and possibly reversed at full council

Recommendation

Policy and Resources Committee to recommend that Town Council accept the attached Scheme of Delegation.

10. RECCOMENDATION received from OPERATIONAL & ORGANISATIONAL WORKING GROUP – Review Standing Orders.

Proposal

Policy and Resources committee to review the attached Standing Orders Review 2018 and recommend it to Town Council for acceptance.

Background

Standing Orders have need to be revised due to changes made by Town council over the past year and those due to new protocols and policies. This revised document has reconciled all the recent changes and has tidied up the language and formatting so that it is better understood.

Recommendation

Policy and Resources committee to recommend that Town Council accept the revised Standing Orders.

11. REVIEW OF LOCAL GOVERNMENT ETHICAL STANDARDS: STAKEHOLDER CONSULTATION

P&R committee to note the attached consultation by NALC – Review of Local Government Ethical Standards and agree a response (if any). Closing date for responses is 18th May 2018.

12. RECOMMENDATION received from TOWN COUNCIL dated 5.3.18

In January 2017 Town Council asked the CCTV Working Group to report on a number of questions. This report was presented to Town Council on 5th March 2018 and contained details of the questions and the responses from the CCTV Working Group as well as camera specific reports from the police.

13. RECOMMENDATION from CCTV WORKING GROUP dated 7.3.18

That the P&R Committee consider requesting a comprehensive report on the future of CCTV in Westbury to include investigating how the system can be developed, what new technology is available, where cameras are best placed as well likely cost of replacing and maintaining the existing system. This report should be prepared in consultation with the Town Clerk as well as the Town Clerk of Warminster Town Clerk, specialist and any other interested parties.

14. RECOMMENDATION received from OPERATIONAL & ORGANISATIONAL WORKING GROUP on 22.03.18

Proposal

To reduce the time staff spend recording notes at Working Groups.

Background

Policy & Resources Committee to note that during a lengthy period of debate at a Working Group Meeting. the Chair may suggest the member of staff leaves the meeting or the Staff may request to leave for a period of time and return when necessary to record actions.

Recommendation

Operational & Organisational Working Group recommend to Policy and Resources adopt the above proposal for all future Working Group meetings and terms of reference for Working Groups are amended to incorporate the recommendation

15. Application for the hire of Penleigh Park from John Lawsons Circus Ltd

The P&R Committee to note that John Lawsons Circus Ltd will be holding a Circus at Penleigh Park between Monday 18th June and Wednesday 20th June

16. General Data Protection Regulations May 2018 – Town Clerk to Report

17. CHAIRMAN'S MATTERS FOR REPORT

18. BUDGET BIDS None

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: -

February schedule no 521 - £53,698.30