



Dear Councillor

You are summoned to attend a Meeting of **WESTBURY TOWN COUNCIL** to be held at 7pm on **MONDAY, 14th MAY 2018** at The Laverton, Bratton Road, Westbury BA13 3EN.

All council meetings are open to the public and press. Members of the public are invited to address the Council at this meeting at 7pm (registration 6.50pm – 7pm).

Yours faithfully

Mrs D Urch, Town Clerk
8th May 2018

PUBLIC FORUM: *commencing 7pm following presentation* (not to exceed 30 minutes).

Members of the public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Any individual representation is limited to no more than 5 minutes. The Chairman will call the representation from those who registered to speak; written representations can also be submitted to the Town Clerk in advance of the meeting. A summary record of any public participation session shall be included in the Minutes.

Recording and using social media is permitted at Council meetings which are open to the public however, anyone wishing to do so must speak to the Town Clerk prior to the meeting as there are rules which must be followed.

A G E N D A

- 1. TO ELECT THE CHAIRMAN (TOWN MAYOR) FOR THE ENSUING YEAR AND RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE.** The retiring Mayor, Cllr Gordon King, will make way for the newly elected Mayor who will take up the Chairman's seat. The newly elected Mayor will read out loud and sign the Declaration of Acceptance of Office, then will be invested with the Chain of Office
- 2. THE APPOINTMENT OF THE TOWN MAYOR'S DEPUTY.**
- 3. THANKS TO THE RETIRING TOWN MAYOR.** The retiring Mayor has indicated he has previously received a past Chairs decoration and does not require another.
- 4. APOLOGIES FOR ABSENCE.** To receive apologies for absence and consider the reason for absence.

5. DECLARATION OF INTEREST and DISPENSATIONS. Members must be diligent regarding their interests.

6. MINUTES (see attachment).

To approve as a correct record, the Minutes of the Town Council Meeting held on the 27th March 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.

7. MATTERS ARISING FROM THESE MINUTES (if any).

**Note: no new decisions can be taken
Members' matters arising from these previous Minutes**

Minute ref	Subject	Action	Update
T.3921	Northacre Treatment Site	WTC to write to Environment Agency	Complete
T.3922	Northacre Treatment Site	The Clerk to write to Wiltshire Council	Complete – see Agenda item no 11

8. POLICE REPORT (see attached)

9. 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.

10. REPORT BY THE TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER. To accept the Clerk's Financial Report (see attached).

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

- Northacre Acre Environment Agency planning see response from Wiltshire Council (attached)

12. REPORT BY JOHN HADFIED, WESTBURY TOWN CRIER. To receive report from the Town Crier

13. RECOMMENDATION FROM THE TOWN CLERK. To request that the Town Council approves the payment of the Town Crier half yearly honorarium of £250.00

14. MINUTES of COMMITTEES. To receive and note Minutes and recommendations of the following Committees: -

Highways, Planning & Development Committee	19/03/18 (Attached)
Finance Committee	22/03/18 (Attached)
Highways, Planning & Development Committee	16/04/18 (Attached)
Policy & Resources Committee	03/04/18 (Attached)

15. RECOMMENDATION FROM TOWN CLERK - Town Council approve the following grant dated 16th March 2018

BA13 Community Area Partnership - £5,000 for financial year 2017- 2018 (see attached)

16. RECOMMENDATION FROM THE FINANCE COMMITTEE dated 22nd March 2018. INVESTMENTS

Proposal

Town Council to decide if they will invest with CCLA in the future.

Background

CCLA offer 2 funds:

- Public Sector Deposit Fund – AAA-rated with same-day access. Yield at close of business on 14th March – 0.4318%. You might consider making use of this for your day-to-day cashflow needs with cash repatriated directly to your current account. Instruct us by 11:30, back in your account by 15:00. There are c400 authorities making use of the Fund (260+ Parish and Town Councils);
- Local Authorities' Property Fund – a long-term investment option. Whilst we deal each month, it is suggested that you need to take a minimum 5 year view with such an investment. I've attached the latest quarterly update (31/12/17), highlighting yield at 4.5%+. There are 211 authorities investing £971m at 1/3/18, including 80 Parish and Town Councils.

Recommendation

Finance Committee recommends that Town Council approves the investments with CCLA

17. RECOMMENDATION FROM THE FINANCE COMMITTEE dated 22nd MARCH 2018. FUTURE INVESTMENTS

Proposal

Town Council gives the Town Clerk the flexibility to invest with Lloyds Bank or CCLA (F.275 refers)

Background

At the Finance Committee meeting on March 22nd 2018, the committee agreed to put forward the recommendation below. This was following a meeting between a representative of CCLA, the Town Clerk and several councillors to introduce their Public Sector Deposit Fund. The committee considered a comparison of projected return from a £100k investment with CCLA compared to Lloyds Bank, our current bank. The main benefit of CCLA is the flexibility of instant access to funds as opposed to fixed term access via Lloyds Bank. It was resolved to Recommend to Town Council that the Town Clerk be given the flexibility to invest with Lloyds Bank or CCLA as she sees fit.

Recommendation

That Town Council approves that the Town Clerk is given the flexibility to invest with Lloyds Bank or CCLA as she sees fit.

18. RECOMMENDATION FROM THE POLICY and RESOURCES COMMITTEE dated 10th April 2018.

SCHEME OF DELEGATION (see attached supporting document)

Proposal

Policy and Resources committee recommend that Town Council adopt the Scheme of Delegation.

Background

As the Town Council assumes more responsibility and takes over more services from the Primary Authority and has more demands placed upon it such as the new GDPR act it needs to ensure that the committees tasked with providing the council with its underlying responsibilities should have some powers to enable them to function in an efficient and timely manner without recourse to Town Council which only meets every 2 months.

The existing system whereby some items are sent from Council to Committee and then back via working groups is taking in some cases up to 12 months and the council needs to have a more efficient system as provided by this document.

The document also makes clear that Town Council is the overriding authority.

Recommendation

Policy and Resources committee recommend that Town Council accept and adopt the Scheme of Delegation with an annual review and this will be reflected in the Standing Orders.

19. RECOMMENDATION FROM THE POLICY and RESOURCES COMMITTEE dated 10th April 2018.

STANDING ORDERS (see attached)

Proposal

Policy and Resources committee recommend that Town Council adopt the Standing Orders as reviewed and updated by that committee.

Background

Standing Orders have needed 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. The revised formatting and editing was previously requested by Town Council.

Recommendation

Policy and Resources committee recommend that Town Council accept the revised Standing Orders and this will be reviewed annually.

20. RECOMMENDATION FROM CLLR I CUNNINGHAM dated 6th May 2018.

Proposal

That Westbury Town Council adopts the updated version of Standing Orders - Review 2018 (see attached).

Background

Westbury Town Council conducts its business under Standing Orders & related policies.

Most councils adopt standings order following schedule 12 Part 6 (Provisions relating to local authorities generally) paragraph 42 stating “Subject to the provisions of this Act, a local authority may make standing orders for the regulation of their proceedings and business and may vary or revoke any such orders”

Many councils (especially smaller) ones simply adopt the model orders produced by the National Association of Local Councils (NALC) who have benefited from many years’ experience, input from up to 10,000 councils and, importantly, the opinion of solicitors specialising in local government.

In recent years, standing orders have undergone many changes, updates etc. and had become inconsistent (if not contradictory) in places and did not always reflect either modern or our actual practice. The Operational and Organisational working group were tasked with reviewing these orders. This was done, and a new draft was sent to Policy & Resources (03.04.18 R.1804).

This version has been further updated and contains

- 1) Corrections received from councillors (after previous updates)
- 2) More details (e.g. reference to acts) where Cllrs requested them
- 3) Clearer details on dispensations (handled by our clerk)
- 4) Several sections related to GDPR and data handling
- 5) Further reference to financial rules
- 6) Clarification related to the code of conduct
- 7) New sections or items from NALC’s model standing orders as recently updated (2018) where useful and “missing” from our older orders
- 8) Reference to the scheme of delegation relating to powers devolved to other committees (and power that cannot be).

Original Westbury Town Council “content” has been retained wherever it was not contradictory, incorrect or duplicate; the provisions around rules of debate committees are mostly from our existing orders.

The main purpose of Standing Orders is to describe the procedures by which the council operates particularly at its meetings.

An attempt has been made to highlight additions or significant reordering/revisions in yellow. Because so many items have been moved complete tracking of all changes has not been feasible.

Whilst some items are covered elsewhere, that does not devalue them because another function for our standing orders is to provide useful aide memoire to councillors with a single point of reference for the basic operations of the council.

Legal Status

The law provides that we can adopt standing orders to describe our procedures and “rules”. Standing orders do not become law, and indeed the LGA specifically allows to “suspend” any of our orders as we see fit to conduct our business. Standing orders are not “illegal” when they have no basis in law – they would only be illegal if they contradict law and are used for that.

Some of our Standing Orders do reflect a basis in law. In common with many councils, we show in bold items which may have basis in law.

It is important to note

- 1) Something not in bold might still be a legal requirement
- 2) Most of the text in bold is not the exact wording of the law. The intention is to remind councillors that suspending these items (in concept) is probably not possible – councillors are advised to check with the actual law

Sanctions

With the exception of those items around interests and dispensations, there are few items enforceable by sanctions. In most cases (except disorderly conduct that might be breach of the peace) our only sanctions are the displeasure of the council or findings of a standards committee. Clearly displeasure might include not appointing a member to roles (such as Chairs), representative of the council to external bodies etc. It is also clear that there is no requirement for others to continue to meet with councillors whose conduct prevents reasonable function at meetings – so the ultimate sanction is mostly to halt a meeting.

Recommendation

That Westbury Town Council adopt the standing orders presented as Draft 2 from May 2018

21. RECOMMENDATION FROM THE FINANCE COMMITTEE dated 10th April 2018 SCRUTINY OF MONTHLY STATEMENT AND LIST OF PAYMENT REPORTS.

Proposal

All future Monthly Statement and List of Payment Reports are submitted to the Finance Committee for scrutiny and approval.

Background

WTC currently produces two regular reports which need to be approved by committee:

List of Payments – this is a list of all expenditure for a calendar month.

Monthly Statement – this shows the month by month balances for all cost centres

Both of these reports are submitted to our 3 main committees for approval, but it is thought to be more appropriate to submit all finance reports to the Finance Committee for scrutiny and approval then to Town Council for noting.

Members with questions relating to specific items are requested to notify the Town Clerk in advance of the meeting so a response may be prepared however questions will be allowed during meetings.

Recommendation

Town Council to approve submitting all future Monthly Statement and List of Payment Reports to the Finance Committee for scrutiny and approval and forward to Town Council for noting. Members with questions relating to specific items are requested to notify the Town Clerk in advance of the meeting so a response may be prepared however questions will be allowed during meetings.

22. RECOMMENDATION FROM WEBSITE WORKING GROUP dated 11th April 2018 NEW WEBSITE

Proposal

The Website Working Group would like to recommend and request funding for a new Westbury Town Council website.

Background

The first Website Working Group meeting was held on 24.10.17. Councillors and Staff discussed their concerns about Westbury Town Council website, that it is very dated and is not very user friendly for members of the public or staff, it is difficult to find information and there are restrictions for staff on what they can and cannot do to the current site. The current site is expensive, we are not always sure if updates have been actioned and the IT support available to us is minimal.

Taking this into account and to engage even more with the community the group agreed a new modern website was required. To support our thinking and budget bid request, the group held a SurveyMonkey poll to ask the residents of Westbury what they thought of our website and the results showed that we had a total of 19 responses and the results for each question, were as follows:

Q1. Do you find the information on our website useful? Y-16/N-3

Q2. Would a town calendar be useful? Y-19/N-0

Q3. How often do you visit the website? Weekly-8 / Fortnightly-0 / Monthly-4 / Less than the above-7

The results of our poll confirmed that although people found our website useful, it could improve with a town calendar and this would encourage more visits.

Therefore, the group submitted a budget bid for £3,000 to Town Council plus an ongoing £1,000 from capital for development this was agreed at the Town Council meeting 08.01.18, minute ref T.3867.

The group looked at several other Council and non-Council websites and found a layout they liked. The group approached 8 developers, either by recommendation or searching online, with our requirements, all of which provided quotes and proposals. The group reviewed the quotes/proposals and based on costs and what we would be getting in return there was one stand out developer, Xander Creative, that the group felt met our needs right now and for the foreseeable future.

Xander Creative are a small modern web design agency based in Fleet, Hampshire, run by Jenny they specialise in helping businesses create and develop an online presence with their websites and based on the WordPress platform this allows clients to manage their own updates. Xander Creative will provide full support before and during development and as much support as we require after our new site goes live.

During the last couple of months, the group have asked Jenny many questions, all of which she has answered honestly and had a Skype meeting with her. The group have found Jenny to be approachable and think that Xander Creative are the right team to develop a new website for Westbury Town Council.

Recommendation

The Website Working Group would like to recommend to Town Council that Westbury Town Council has a new website with an event calendar.

The group believe the work will be best done in phases, building the site to a suitable stage for go live and then develop an events Calendar, initially for Town Council events and once this is fully up and running, invite local groups to become registered users and add their events to the Calendar. This will require further development and associated costs.

For the Calendar system the group will be looking to use Time.ly, an online company that create Calendars and Xander Creative have confirmed they would be happy to use this. The group are keen for staff to have as much training as possible, so that going forwards they will be able to carry out tasks.

The group will plan in UAT time with staff and volunteers to ensure the site is up and ready for the planned implementation date.

**23. RECOMMENDATION from the TOWN CLERK dated 13th April 2018.
NEW GENERAL DATA PROTECTION REGULATION (GDPR) NEW LEGISLATION
COMES INTO EFFECT ON 25TH MAY 2018**

- Westbury Town Council Privacy Notice (see attached)
- Consent to use Contact details for email news & events (see attached)

**24. RECOMMENDATION FROM THE HIGHWAYS, PLANNING & DEVELOPMENT
COMMITTEE dated 16th April 2018.
TO SEPARATE THE NEIGHBOURHOOD PLAN FROM TIG/TOURISM WORKING
GROUP**

Proposal

To separate the Neighbourhood Plan from TIG/Tourism Working Group and for it to become a standalone Sub-Committee reporting direct to HP&D.

Background

The Neighbourhood Plan is currently part of the TIG/Tourism Working Group, which meets once a month. At the initial setting, up stages it was correct for the Neighbourhood Plan to be part of this group, however as the Neighbourhood Plan continues to grow and will require more attention it is felt it has outgrown this Working Group.

Recommendation

The HP&D Committee would like to recommend that the Neighbourhood Plan becomes a Sub-Committee of HP&D.

As the Neighbourhood Plan process gears up into its active phase the discussions around it can make up sufficient topics to consider.

Sub-Committee decisions can be made (open to delegation) and small items of expenditure (under £500) agreed which should help speed up the process.

The Clerk and our Consultant have already recommended that we need a more timely response on many smaller issues than can be given by a full committee.

We could have a Working Group, but as one of the requirements of the Neighbourhood Plan is that it should be an open process and a Sub-Committee will allow members of the public to attend and all decision will be documented.

The recommendation is the Sub-Committee will meet once a month.

**25. RECOMMENDATION FROM HIGHWAYS, PLANNING AND DEVELOPMENT
COMMITTEE dated 16th April 2018.
CREATE A SUB COMMITTEE**

Proposal

That Westbury Town Council create a sub-committee, reporting to the Highways, Planning and Development Committee which can deal with urgent planning decisions that may fall due between scheduled meetings especially those associated with small developments PiPS and CATG.

Background

The government has extended Planning in Principle (PiP) from brownfield sites (part 1) and authority promoted sites (part 2) to small developments of fewer than 10 properties. Under this scheme decisions have to be given quickly and Wiltshire Council will only allow 14 days for response by statutory consultees – this could clearly be a problem for the H, P & D committee that meets monthly. In the past, H, P & D (and working groups) have discussed the desirability of perhaps “hiving off” the discussion so CATG to a daytime meeting. Recently CATG has been a little “quieter” but on occasions we have had multiple reports, sometimes about the same issues with differing views to consider. This has used a lot of time at H, P & D meetings to “untangle” some of them.

Recommendation

That Westbury Town Council create a sub-committee, reporting to the Highways, Planning and Development Committee which can deal with urgent planning decisions that may fall due before the next scheduled meeting of the H, P & D committee. This sub-committee would meet during office hours and be called as necessary by the chair of H, P & D or the clerk to deal with urgent responses which would be required before the next scheduled H, P & D meeting. Members of the new sub-committee would include all members of H, P & D plus any other councillors who may be needed from time to time to satisfy a quorum; councillors who would be prepared to make up numbers who are not on H, P & D should indicate this and be asked in rotation to attend when needed, The existence of this subcommittee shall not prevent the Chair (or members as per our standing orders) from requesting an extraordinary meeting of H, P & D to consider any planning matter.

The sub-committee will only consider: -

- Urgent planning applications that fall due before the next H, P & D committee and for which an extension to the date of next committee will or has not been granted.
- CATG items in two categories:
 - Those for which the opinion of Westbury Town Council is needed before the next meeting of H, P & D in which case the sub-committee may respond on behalf of the council to CATG.
 - Those for which a response is not needed before the next H, P & D in which case the subcommittee will consider and make a recommendation to its parent committee (H, P & D) to save time at full committees. Other planning items would be left to the full H P & D committee unless H, P & D otherwise directs from time to time for a specific item. If this decision is adopted it should be reflected in the Town Council’s scheme of delegation.

26. RECOMMENDATION FROM CLLR I CUNNINGHAM dated 30th April 2018. COMMUNITY FUNDING WORKING GROUP

Proposal

That the Town Council instruct the community funding working group to draw up scrutiny terms for larger (typically over £1000) grants made directly from Town Council by specific motions.

Background

Westbury Town Council has done much work through the Community Funding Working Group to improve the processes around applications, analysis and scrutiny of its section137 small grants. But this process does not apply to the larger grants.

Recommendation

That the community funding working group produces a generic scrutiny policy that can be adapted for future larger grants made directly by Town Council and that such scrutiny becomes normal for such grants. This policy should be maintained to align with the council business plan as amended from time to time.

That this scrutiny policy is then adapted by the community funding working group for each of the current (on-going) large grant recipients to be passed as recommendations to the finance committee.

27. RECOMMENDATION FROM CLLR I CUNNINGHAM dated 30th April 2018. GRANT TO HERITAGE SOCIETY

Proposal

To mandate the payment of a grant to Westbury Heritage Society with scrutiny requirements.

Background

At the meeting of Westbury Town Council on 4/7/2016 (T3560) the Town Council agreed to pay Westbury Heritage Society £7,500 annually until 2020. Nonetheless, each payment has to be ratified by the council (which this motion will do).

Westbury Town Council has been working to improve the scrutiny of grants process and so this motion recommends that we formally ask for some additional information (some of which we have already received) and actions by the society as part of this award.

Recommendation

That Westbury Town Council makes a grant of £7,500 to Westbury Heritage Society for 2018 but in-line with our desire for increased recorded scrutiny of our funding activities we will require from the society a number of items (we note that the society has provided us with much of this information in previous years in any case):

1. Accounts for year ending 2017 (received)
2. Visitor numbers – by purpose as far as it is recorded
3. A report on activities in the last year
4. And, by the end of this year (April 2019), a business plan for the continuation of the society with specific plans as to how the society might become more self-supporting as well as increasing its impact and visibility in the town to encourage continued council support if it is wanted after 2020.

28. RECOMMENDATION FROM THE EVENTS WORKING GROUP dated 30th April 2018. PURCHASE AND INSTALLATION OF A 63 AMP SOCKET INTO THE MARKET PLACE

Proposal

To recommend the approval of the installation of a 63amp socket into the Market Place feeder cabinet (next to red telephone box) and associated distribution board.

Background

The Market Place currently only has one 63amp power socket in the Market Place. This limits the possible locations of equipment (stage / stalls etc.) for events. For the 2018 Summer Event it has been decided we will put the stage near to the red telephone box at the Trowbridge Road (A350) end of the Market Place. This location currently does not have access to the required level of power to run the equipment on stage.

A new 63amp socket can be installed into the green feeder cabinet next to the red telephone box so power can be drawn from that point. To utilise this power we will need to purchase a distribution box (this is a mobile unit and not in the feeder cabinet).

The cost for this work is £287.00 + VAT for purchase and installation of the 63amp socket and purchase of the distribution board at £485.75 + VAT. The total cost for this work is £772.75 + VAT.

Going forward this installation allows more flexibility of power distribution in the Market Place for future events which is currently limited to a single 63amp socket outside the Lopes Arms. The cost for this work will come out of the existing budget for the 2018 'Summer Event'.

Recommendation

Recommend Town Council to approve the installation of a 63amp socket into the Market Place feeder cabinet and purchase of distribution board.

29. RECOMMENDATION FROM THE GREAT WAR WORKING GROUP dated 30th APRIL 2018 GREAT WAR COMMEMORATIVE ARTWORK

Proposal

That Westbury Town Council commission local artist, Helen Chester to produce a painting as a lasting memorial of 1914-18 war.

Background

The Great War working group has looked at number of options to produce some kind of art work to be a commemoration for the town of the 2014-18 war. Whilst this might not be the only suggestion, the proposal for large painting was widely supported by both councillors and members of public at the working group and can be completed in time for 100th anniversary. The group feels that the town council could still commission other work if it felt necessary (e.g. for external public display) but this would not need to be done in the year 2019

NB although this has been discussed and recommended by the group, the chair of the group has resigned from the council and the last meeting was only attended by 2 councillors – hence the recommendation comes from one councillor rather than the group as the costs needed were unknown at earlier meetings.

Recommendation

£1,800 is allocated to produce a painting of dimensions 110cm across & 90cm down from Helen Chester in a style as per her outline to the working group. for delivery by September 2018

The Town Council should pay for two frames at prices

- Frame A - £300

- Frame B - £200
- Or as recommended by the framer to purchase a case to carry the artwork at a cost of £150

The first frame should be lightweight with ideally Perspex or other unbreakable covering so that the picture could “tour” locations around the town such as the library, community centres, schools, residential homes etc. (route and terms to be determined by the Great War working or Town Council at a later date).

The second frame should be more ornate and “permanent” to allow the painting to be go on “permanent” display at the Laverton.

**30. RECOMMENNDATION FROM CLLR N PYNE dated 4th May 2018.
PLASTIC FREE WESTBURY**

Proposal

The proposal is that The Town Council supports the initiative for a plastic free Westbury with a view to adopting it at some point in the future.

Background

Following D Attenborough’s shocking revelations about plastic waste on the television programme “Blue Planet” there has been a movement growing to avoid single use plastics as much as possible. Local towns Frome, Wells & Glastonbury have already gone plastic free. Supermarkets have adopted the idea and are co-operating, and the Government is leading the way. We are proposing to test public opinion in Westbury with a consultation in the High Street on May 19th to see if the population of Westbury will join us in taking Westbury plastic free. Then we will decide how to proceed. We will include littering as a major part of the initiative which is an important part of going plastic free.

Recommendation

To request the Council to approve the above consultation with a view to making it a council led initiative in the future.

31. APPOINTMENT OF COMMITTEES. To appoint Members to serve on the following Committees for the ensuing year:

- Highways, Planning & Development Committee**
- Policy & Resources Committee**
- Finance Committee.** Three members from HP&D and three members from P&R (dependant on the adoption of new Standing Orders)

32. PLACES, DATES AND TIMES OF MEETINGS. To consider and confirm that the dates and times of Meetings should be:

MEETING	DATE	MEETING	DATE	MEETING	DATE	MEETING	DATE
HP&D	21 st May 2018	P&R	4 th June 2018	Town Council	8 th Jan 2018 (Tuesday)	FINANCE	13 th Aug 2018
HP&D	18 th June 2018	P&R	6 th Aug 2018	Town Council	5 th March 2018	FINANCE	22nd Oct 2018 (proposed extra)

HP&D	16 th July 2018	P&R	1 st Oct 2018	Annual Town Meeting	23 rd April 2018	FINANCE	10 th Dec 2018
HP&D	20 th August 2018	P&R	3 rd Dec 2018	Annual Town Council	14 th May 2018	FINANCE	11 th February 2019 (proposed extra)
HP&D	17 th Sept 2018	P&R	4 th February 2019	Town Council	2 nd July 2018	FINANCE	June 10 th 2019 (Proposed extra)
HP&D	15 th Oct 2018	P&R	1 st April 2019	Town Council	3 rd September 2018	FINANCE	1 st April 2019 (Proposed) Day time only
HP&D	19 th Nov 2018			Town Council	5 th November 2018		
HP&D	17 th Dec 2018			Town Council	7 th January 2019		
HP&D	14 th Jan 2019			Town Council	4 th March 2019		
HP&D	18 th Feb 2019			Annual Town Meeting	29 th April 2019		
HP&D	18 th March 2019			Annual Town Council	13 th May 2019		
HP&D	15 th April 2019						

To Note – Officers would like to remind all Councillors to please accept, decline or tentatively accept meeting requests

33. APPOINTMENTS OF REPRESENTATIVES ON OTHER BODIES. To appoint representatives to the following bodies and agree the arrangements and timescale for reporting back to Town Council, for example an update at the Annual Town Meeting:

- a. **French Twinning**
- b. **Elbag Twinning**
- c. **BA13 Community Partnership and BA13+**
- d. **68 (Westbury) Sqn ATC**
- e. **Westbury Area Board**
- f. **CATG**
- g. **WALC (no attendance required)**
- h. **Northacre Hills**

- i. **Warminster CCTV**
- j. **Wiltshire Rights of Way**
- k. **Westbury Heritage**
- l. **Welfare of the Elderly**

34. WORKING GROUPS. To appoint Members to serve on the following Working Groups for the ensuing year:

- a. **Business Plan**
- b. **CCTV**
- c. **Community Partnership Funding**
- d. **Delegation of Services**
- e. **Editorial**
- f. **Emergency Planning**
- g. **Events**
- h. **Great War**
- i. **Internal Audit**
- j. **Laverton Institute Trust Management**
- k. **Operational & Organisational**
- l. **Play & Leisure Facilities**
- m. **Street Scene**
- n. **Town Improvement Group & Tourism**
- o. **Website Working Group**
- p. **CCTV Review Task & Finish**
- q. **Post Office Task & Finish**
- r. **Youth Council Task & Finish**

35. TO ADOPT WESTBURY TOWN COUNCIL'S FINANCIAL REGULATIONS 2018 (see attached)

36. APPOINTMENT OF THE TOWN COUNCIL'S INTERNAL AUDITOR. To confirm the re-appointment of RBS AUDITING SOLUTIONS LTD

37. APPOINTMENT OF THE TOWN COUNCIL'S EXTERNAL AUDITOR. To note that PKF LITTLEJOHN LLP has been appointed

38. TO REAFFIRM ACCEPTANCE OF THE AUDIT AND ACCOUNT REGULATION (ENGLAND) REGULATIONS 2015 (see attached).

- 39. APPROVE LIST OF BANK SIGNATORIES.** To be decided at the meeting
- Cllrs G King, I Cunningham, M Sutton – we require a replacement bank signatory for David Tout
 - Mrs D Urch – we require a replacement bank signatory for Mrs A McCann and recommend Mrs J Dyer

40. ANNUAL SUBSCRIPTIONS:

	2017/18	2018/2019
Wiltshire Association of Local Councils/NALC	£1426.71	£1472.34
W.Wilts/Elblag Twinning Association	£10.00	£10.00

Society of Local Council Clerks	£510.00	Renewal Aug 2018
Clerks & Councils Direct	£12.00	£12.00
Visit Wiltshire (Art & Activities)	£136.00	£136.00
Visit Wiltshire (Town Partnership)	£760.00	Due Nov 2018

41. REVIEW OF COUNCILS INSURANCE. Members to note that following a review by the Internal Audit Working Group of the Insurance Schedule to ensure the council's assets are adequately covered, Zurich has been appointed as the insurance provider for a further two years, June 2018 – June 2020

42. EAR MARKED RESERVES & APPROVAL OF ANY BUDGET TRANSFERS (see attached).

43. DIRECT DEBITS. To approve the continuing use of the following variable direct debits:

- a. South West Communications (monthly – WTC Office telephone calls)
- b. South West Communications (quarterly – Service charge)
- c. Vodafone (D Urch/A Thomas/N Burgess mobile phone calls)
- d. Npower (Laverton Hall electricity)
- e. Wiltshire Council (WTC Office Rates) – (public toilets High St and Warminster Road)
- f. TV Licence (Laverton Hall)
- g. Public Works Loan Board
- h. Limesquare (monthly – WTC vehicle rental for contract hire for the caretaker)
- i. Corona Energy (Laverton Hall gas supply)
- j. Southern Electric (CCTV cameras & pillar in Market Place)
- k. BT Broadband (CCTV camera – Leigh Park CC)
- l. Water2business (Laverton Hall water & sewerage – public toilets – High St and Warminster Road car parks)
- m. Lloyds Bank (Laverton Hall charge card)
- n. ICO (Date Protection Registration)
- o. TV Licensing
- p. B2 (Website Hosting)
- q. 1:1 (Domain name)
- r. West Mercia Energy (Electricity – public toilets High St and Warminster Road car parks)
- s. BNP Paribas (Photocopier rental)
- t. Apogee (Photocopier consumables)
- u. Virgin Media (Laverton Hall and office broadband)
- v. Hills (Commercial waste collections)

44. THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP. Report by Cllr M Sutton

The building work is progressing to plan although is currently running one week behind due to the recent snow and bad weather but is hoped to complete early July.

There are a number of options for use of the extension and recommendations will be put to Town Council for a decision as to how best value can be obtained and the extension

best utilised.

There has been a problem with the lift recently, but the problem is probably a worn electrical switch rather than any major problem as in the recent past.

Income for this year is still expected to improve on last year's results and in due course to reduce some of the financial support from Town Council.

An estimate has been received regarding improved stage lighting and the committee will investigate as to whether this is feasible at present.

There are continual proposals for improvements to the Laverton and in future we need to decide as to how these could be funded or whether they are necessary to the functioning of the premises.

45. CLERK'S CORRESPONDENCE

- **Letter from Westbury League of Friends**
- **Response to question raised by Cllr Hawker at the Town Council meeting 8/01/18 regarding the % of Town Council precept for 2018-2019.** Please see graph attached

46. BUDGET BIDS

None

47. MONTHLY STATEMENT - For March 2018 (year end statement pending final accounts see attached)

TO NOTE ONLY

48. AGED DEBT REPORT - Combined outstanding debt report for Westbury Town Council and The Laverton as at 31/03/18 (see attached)

TO NOTE ONLY

49. PAYMENTS OF ACCOUNTS. To authorise lists of payments made since the last Meeting or to be made and to confirm the action of the Clerk, Chairman and one other Member in signing the necessary orders for payment and Bank Transfers (see attached)

March 2018 - £42,319.13