



Westbury Town Council

The Laverton, Bratton Road, Westbury
Wiltshire BA13 3EN Tel: 01373 822232
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Dear Councillor

You are summoned to attend a Meeting of the Policy & Resources Committee to be held at 7pm on **MONDAY 4th June 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
29th May 2018

PUBLIC FORUM: *commencing 7pm* (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 A CHAIRMAN

2. TO APPOINT A VICE-CHAIRMAN

3. APOLOGIES FOR ABSENCE

To receive apologies for absence and consider the reason for absence.

4. DECLARATION OF INTEREST and DISPENSATIONS

Members must be diligent regarding their interests.

Members to consider any dispensation requests received by the Town Clerk.

5. MINUTES *(revised minutes attached).*

To approve as a correct record, the Minutes of the Policy & Resources Committee Meeting held on the 3rd April 2018, copies of these Minutes have been circulated to each Member and in accordance with Standing Order No. 31(d) may be taken as read.

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
R.1676	Chateau Du Loir Tapestry	Tapestry to be placed in a sealed case and displayed in a more prominent place	Location chosen, awaiting 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
R.1807	CCTV Task & Finish group	Town Clerk to email re task & finish group to monitor the effectiveness of the CCTV in Westbury	First meeting will be arranged soon

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. CHAIRMAN'S COMMUNICATIONS

a. To note the consultation for the next phase of the Electoral Review of Wiltshire Council from 1st May 2018 until 9th July 2018 (see attached)

The Committee to decide if it wishes to comment on behalf of Westbury Town Council. Individual members may make representations directly to the commission.

8. RECOMMENDATION from EVENTS WORKING GROUP dated 29th May 2018 (see attached)

Christmas Event

Recommendation

The P&R Committee to confirm agreement for the Events Working Group to spend £18,650 on the Christmas in Westbury event in 2018 and £14,700* for the provision of Christmas Lights. If agreed this recommendation is to be forward to Town Council for noting.

9. RECOMMENDATION received from Town Clerk dated 25th May 2018

(see attachment)

GDPR

Recommendation

The P&R Committee to have GDPR as a standing item on its agenda and to review any associated risks to handling and holding data.

10. RECOMMENDATION received from Cllr M Sutton dated 25th May 2018

Future Events

Recommendation

The P&R committee review the current event strategy and make recommendations for a better way of providing entertainment in future years.

11. General Data Protection Regulations (GDPR) advice from NALC (see attachment)

P&R Committee to note the attached guidance received from NALC regarding GDPR

12. CLERK'S CORRESPONDENCE

a.To note the email received from Stuart Ramsay acknowledging the council's response to the Local Government Ethical Standards consultation. (see attached)

b.To note the email received from Mr P Taylor senior solicitor Wiltshire Council legal services regarding the legal implications to Westbury Town Council of a councillor failing to register interests. (see attached)

c.The P&R Committee to consider the data audit schedule and to note any gaps in information. (see attached)

13. BUDGET BIDS