

WESTBURY TOWN COUNCIL

At the ANNUAL MEETING of the TOWN COUNCIL held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY 14th MAY 2018 at 7.00pm.

PRESENT: Cllr G King (Chairman)

Cllrs: I Cunningham, R Hawker, M Kettleby, J Russ, M Sutton, C Charlton, B Pyne, N Pyne, S Hendry, A Katonivualiku, W Jones, S Kimmins,

Staff: Mrs D Urch (Town Clerk) and Mrs S Barker

Also in attendance: 7 members of the public

Cllr Gordon King gave a brief speech as retiring Mayor

T.3294 PUBLIC FORUM:

Dr Biggs:

- Welcome to the new council
- Any news of Post Office
- Questions on plastic free Westbury

T.3295 TO ELECT THE CHAIRMAN (TOWN MAYOR) FOR THE ENSUING YEAR AND RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE.

Cllr Ian Cunningham was elected as Town Mayor (Chairman) for the ensuing year.

Cllr Ian Cunningham then signed the Statutory Declaration of Acceptance of Office and immediately assumed the role of Chairman of the Council.

T.3296 THE APPOINTMENT OF THE TOWN MAYOR'S DEPUTY

There was one nomination Cllr Mike Sutton

Cllr Mike Sutton was appointed as the Deputy Town Mayor for the ensuing year.

T.3297 THANKS TO THE RETIRING TOWN MAYOR

The Mayor said thank you to Cllr King for his year of hard work and dedication to Westbury.

T.3298 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.

Cllr F Morland – business

T.3299 DISPENSATIONS

None

T.3300 DECLARATIONS OF INTEREST

None

T.3301 MINUTES (see attachment).

T.3302 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.

T.3303 MATTERS ARISING: None

Members' matters arising from these previous minutes: **None**

T.3304 POLICE REPORT

No attendance on the night, apologies were given. Police report was received with the following update on Westbury:

Westbury Town

Hello and welcome to this month's Community policing report.

Rural Crime

Three years ago the last National Rural Crime Survey was conducted, which revealed the huge cost of crime to our rural communities – both financial, at £800 million per year, and fear, with chronic under-reporting.

The National Rural Crime Network produced a series of recommendations and, in many areas, the police took steps to improve matters. So now we want to know what's changed. Questions cover a range of issues – from whether you report crimes that you or your business suffer, to the impact crime and anti-social behaviour has on you and your area, and whether you believe enough is done to catch those who carry out the offences.

The survey is available at www.nationalruralcrimeneetwork.net and is open for submissions until Sunday 10th June.

Mr Angus Macpherson, Police and Crime Commissioner for Wiltshire and Swindon, said "I hope that anyone living or working in a rural community will spare a few minutes to complete this survey. It will provide a clear picture of what has improved, what challenges remain and what more government, police forces and organisations can do to support the most isolated parts of the country.

One of this year's focuses as we rerun the research is whether rural crime continues to be under reported. Three years ago, one in four said they didn't report the last crime they'd been a victim of because they didn't see the point.

It's being carried out by the National Rural Crime Network. The organization brings together Police and Crime Commissioners, police forces and organisations that play a key role in rural communities – like the Country Land and Business Association, the National Farmers Union, Neighbourhood Watch, Crimestoppers, Historic England and the Countryside Alliance".

The results will also feed into the National Police Chief's Council's Rural Affairs National Strategy for 2018-2021 which is due to be launched later this year.

Theft from Motor Vehicle

In recent weeks we have seen an increase in reports of theft from motor vehicles. We would like to take this opportunity to remind you of the following crime prevention advice:

Thefts from Vehicles

- Don't leave anything in your car – if it's not there, then it can't be stolen.
- Thieves aren't picky, so don't leave even low-value items in your car. Often thieves will smash and grab first and look later to see if what they've stolen is valuable.
- Don't hide it – if you hide items under the seat or in the glove box, chances are someone will have watch you. If you cannot avoid leaving something in your car, put it in your boot before you begin your journey.
- Don't leave valuables in your car even for a minute – it only takes a thief a few seconds to smash a window and get what they want, so don't take the chance.
- Don't leave your house keys or anything with your address on it in your vehicle – someone could steal your keys and then let themselves into your home.

Securing Cars

- Always secure your car.

- Always lock your car and wind your windows up, even if you are just posting a letter or going into a petrol station.
- Get a car alarm – they not only deter a thief from stealing the car, but also from stealing items from inside it.
- Immobilisers stop the engine from starting if the car is being stolen

Beauty Spot Vehicle Advice

- Try to park in sign-posted parking areas.
- Be cautious about parking your car in isolation, thieves can be put off when other people are around.
- Do not leave anything in your vehicle. A jacket or coat left behind may be of very little value to you, but a thief may think it has been used to hide a laptop or handbag and will break into your vehicle to find out.
- Before you leave home, think about what you need and leave any unnecessary items of value at home.
- Whilst enjoying the sights make sure you keep your bag and possessions with you.

COMMUNITY MESSAGING

We have received some very positive feedback around community messaging and encourage you to speak to all members of your community and get them to sign up to Wiltshire Messaging. It is free and a very good way of keeping all of our communities connected.

<https://www.wiltsmessaging.co.uk/>

CRIME EXCEPTIONS

These figures are based on an evaluation of data, over a two year rolling period. Using this data we can predict what figure is the average that should be reported in a specific month, and what are the higher and lower parameters that we may expect. Figures outside of these parameters are classed as 'Crime Exceptions'.

No individual crime type is showing as an exception, and all crimes are showing within the levels that we would expect to see.

Offences of violence against the person normally show an average of 22 offences a month. April saw a very slight increase to 24 offences.

When broken down, 7 of these relate to domestic incidents, 3 relate to the same incident where counter allegations have been made, and so recorded separately. There are no links to any of the other offences.

Offences of theft normally show an average of 9.2 offences a month. April saw a very slight increase to 11 offences.

3 of these offences relate to shopliftings that have occurred. All 3 incidents have named offenders, and enquiries are ongoing to locate and deal with these offenders.

2 of these offences relate to 'bilkings' whereby taxi's have been ordered and the customer has failed to pay the fare.

There are no links to any of the other offences.

Offences of Burglary normally show an average of 4.2 offences a month. April saw a decrease to three offences.

The first incident occurred over a two week period, in the Willow Grove area of Westbury.

Damage was caused to the lock and door frame of a property, however entry was no gained.

The second incident occurred overnight between the 4th and 5th April, in Falcon Park, Westbury. A window was smashed in order to allow entry to the property, although nothing was stolen.

The third incident occurred overnight between the 8th and 9th April, in The Crescent, Westbury. Entry appears to have been attempted, by trying to cause damage to the lock on the door of the property. No entry has been gained, and nothing has been stolen.

CHARGES TO NOTE

Kane HURKETT, 30 year old male of No Fixed Abode, Westbury was arrested on the 11th April and charged with criminal damage to a window at McColls, 2 x Theft by Shoplifting at One Stop, Queens Square and Breach of Bail Conditions. He was remanded in Custody and appeared before Swindon Magistrates Court on the 12th April, where he received an 18 week custodial sentence.

Ernest RODGERS, 28 year old male of an address in Mustang Close, Westbury has been charged with Producing a Class B Drug – Cannabis. He has been bailed to attend Salisbury Magistrates Court on the 18th May 2018.

For a detailed breakdown of the crime in your area visit

<https://www.police.uk/wiltshire/>

Sector Inspector – Inspector Andy Fee – andy.fee@wiltshire.pnn.police.uk

Sector Deputy – Sergeant Gill Hughes – gill.hughes@wiltshire.pnn.police.uk

Community Coordinator – Pc Charly Chilton - charlotte.chilton@wiltshire.pnn.police.uk

T.3305 WILTSHIRE COUNCILLORS' REPORTS

Cllr G King: Update on future waste and recycling services

Wiltshire Council are changing the way in which recyclable materials will be collected. From 30th July residents will continue to use their black box for glass, paper, cans and textiles and the blue lidded bin for plastic bottles and cardboard. In addition, from this date, residents will be able to recycle their plastic pots, tubs and trays and drink and food cartons in their blue lidded bins. Residents will have no change to dates when their recycling, garden waste and non-recycled waste are collected. We will continue to work with our provider, Hills Waste Solutions, to make further efficiencies and improvements to the services and collection rounds to make it easier for people to recycle at home.

T.3306 REPORT BY THE TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

Area of Business	Activities	Budget Information
Administration: Staffing and office costs Newsletter Audit Consultancy Business Plan	<p>Regular team meetings, supervision and annual appraisals for all staff continue. We have experienced some upheaval, with two staff on long term sick leave, a vacancy and maternity leave. However, we have been joined by two new admin staff. An independent report by LCS was highly complimentary of the way the team works together, their "can do" attitude, willingness & flexibility. The team is a credit to the Council.</p> <ul style="list-style-type: none"> • The team have been reviewing policies and new policies to fill gaps, for example bad debt and volunteering. This work continues. • Work progresses to move data to the Cloud that will make access to documents easier for Councillors. It has been updated, Councillors now have access to work tablets. • Delegated services have brought a new element to the team work. Introducing Project Management to ensure a smooth transition of services was worked well. Emergency repairs have been undertaken on some play equipment and we are looking to develop a long-term maintenance plan as part of the MTFP/Business Case. We are looking forward to using this opportunity for community engagement. In the coming year the caretaker will undertake ROSPA training to carry out maintenance. This will also enable us to use volunteers to help refurbish play equipment. <p>The Operational and Organisational Working Group continues to review the Councils governance arrangements. In the past year, the group has developed an Unitary</p>	<p>The budget has been under pressure from additional new staff, long term sick leave. Reduced interest. Projected outcome</p> <ul style="list-style-type: none"> • £26,604 o/s <p>£1350 was moved to EMR</p> <ul style="list-style-type: none"> • £1350 business plan

	<p>Councillor Policy, Community Engagement Policy, Scheme of Delegation and has reviewed the Standing Orders.</p> <p>The Internal Audit Working Group was established in late 2016 to review the management information available to councillors and contracts to make sure of best value for our tax payer. To date the group has generated over £4000 of savings from negotiating better deals on our lift maintenance, insurance, photocopier and business rates.</p>	
<p>Civic and Social Activities: Civic Reception Civic Service Town Crier Town Council Website Town Twinning</p>	<p>Our Mayor; Councillor Gordon King held a new look grants evening in October that was very well received. A Civic Service in January and Civic Reception held in February. All received good feedback. The Annual Meeting of the town has strived to be more people friendly by offering refreshments in an informal setting. Again, feedback has been very positive.</p> <p>The staff have strived to keep the website up to date, informative and useful for the community but this has been hampered by a website not fit for purpose. The website Working Group has been looking at options to purchase & develop a new website that offers more control to staff. The team is very excited about a new look website.</p>	The final budget position was £3520 underspent.
CCTV	<p>The CCTV Working Group meets quarterly to monitor the performance of cameras and contractors. There have been some concerns about the effectiveness of the CCTV system and in the coming months a Task & Finish group will interrogate the existing arrangements and make recommendations for the future.</p> <ul style="list-style-type: none"> Partnership working with Warminster Town Council, West Wilts Trading Estate and the Police continues. 	The final budget position was £1789 underspent
Emergency Planning	<p>The Emergency Working Group has produced a “dynamic” Emergency Plan that has been adopted by Town Council.</p> <ul style="list-style-type: none"> Investment in IT system had=s ensured data cannot be lost permanently and retrieval or replacement of a new server can take place in a day rather than weeks. A Business Continuity Plan is outstanding and increasingly important as the Town Council takes on more services and resources. 	The final budget position was £1000 underspent
Grants and Donations	<p>The Community Partnership Working Group reports to the Finance Committee, this financial year we were able to test our policy and scrutiny process that we are happy is robust enough for auditors. Going forward a policy for large funds will need to be developed. The grants evening was a huge success that we hope to continue to build on.</p>	<p>The final budget position was £7570 underspent.</p> <p>£2000 moved to EMR</p>
<p>Future Services Delegation: Public Conveniences Delegated Services</p>	<p>The public conveniences are a well-used town resource with in excess of 25,000 people using the facilities each year. The costs to maintain, clean and refresh these facilities does have a significant impact on the budget. This summer we will be replacing signage and repainting walled areas.</p> <p>The ten Westbury play areas transferred to the Town Council at the end of 2017. We have a contract with idverde to maintain, inspect and make minor repairs. This is an enhanced contract.</p> <p>The Delegation of Services Working Group - Discussions with the Unitary authority need to take place following the release of their policy “Service Devolution and Asset Transfer Policy” are still outstanding as the Town Council considers/consults on the services it would like to manage in the future. Initial costings have been obtained to deliver a replicated service (as per Wiltshire Council) or a silver / gold service.</p>	<p>The final budget position was £6406 underspent</p> <p>£10,000 was moved to EMR for future provision of delegated services.</p>
<p>Street Furniture / Floral Displays Dog bins & bags Bus Shelters Benches Hanging Baskets Roundabouts Planters & Borders</p>	<p>The Streetscene Working Group became side-tracked when it merged with CCTV. Going forward, this has been reverted. This group continues to review the condition and requirements of benches, bus shelters, banners and the town clock. Ensures the towns flowers and hanging baskets compliment the town. The Roundabout Sponsorship Policy has been updated to include all types of potential sponsorship.</p>	The final budget position for Street Furniture was £4916 underspent
<p>Christmas & Christmas Lights Events Coordinator</p>	<p>The Events Working Group – the Christmas 2017 fayre and switch on was a huge success. A change to the layout allowed the event to flow more naturally through the town, leaving car parks free.</p>	The final budget position for Christmas / Christmas Lights was £2210 underspent
<p>Town Improvement Group Town Caretaker Vehicle costs PPE / Equipment</p>	<p>The Town Caretaker has been working closely with partners, enforcement and street scene officers in Wiltshire Council to improve the outcomes for our residents. We have received good feedback about the look & feel of the town, but we still receive regular complaints about the High Street and a lack of diverse shops.</p> <p>The Town Improvement / Tourism Working Group continues to meet to agree the way forward for a Westbury Neighbourhood Plan, this year two consultants have been appointed to advise & support the Council initiatives. A steering group has been identified but unfortunately recruitment for a Neighbourhood Plan administrator has not been successful and this is delaying the process.</p> <ul style="list-style-type: none"> Councillors continue to attend Market Town forums organised by Wiltshire Council The listed BT phone box in the Market Place now belongs to the Town Council and has been identified as a destination for a Town Map and town information. A Benchmarking exercise with local businesses took place in December 2017 to consider the success of 6 months' worth of 2 hr free car parking. The responses received are split 50/50 for and against. As a result the 2 hr free 	<p>The final budget position was 3202 overspent.</p> <p>£15,000 was moved to EMR (NDP)</p>

	<p>parking was approved for a further year to fully understand if the initiative has increased footfall in the town.</p> <p>Post Office Task & Finish was established to help support the town, local business and the Post Office to find a suitable outlet for a replacement Post Office (Co-op closed the Post Office in Oct 2017). As the Council no longer has the Power of Competence it was unable to run a post office. Regular communication was maintained with the Post Office and we are reassured that applications for the Post Office are progressing.</p>	
Play Areas	<p>Play Area Working Group – Following a public consultation the Becks Mill Play Area was upgraded with new train themed equipment using section 106 monies. This was very well received by the public.</p> <ul style="list-style-type: none"> • Going forward, we will be developing a plan of works and budget strategy. The recent independent play area inspection resulted in some emergency repairs, with a number of high priority. Quotes for this work have been requested. Any other recommendations will form part of the overall strategy. • The group has received a request from Wiltshire Council to take over the Paxman Play Area, this is now being considered. 	<p>The final budget position was £12,886 underspent.</p> <p>£8320 moved to EMR</p>
Shows and Fairs Licences Advertising Westbury Street Fair Sports Roadshow	<p>In the coming year we have several events taking place; inflatable dayz, Penliegh pop up day, summer fayre and evening concert.</p> <ul style="list-style-type: none"> • Due to poor service summer 2017, the event committee will not be purchasing the Active Trowbridge Summer Roadshow. 	<p>The final budget position was £10,816 underspent.</p>
The Laverton Institute Salaries Training Staff hire Running costs Maintenance / contracts Utilities Cleaning	<p>Laverton Institute Management Team Working Group -The Laverton continues to increase the number of community events, corporate meetings and charity events. However, takings and bookings still struggle to break even and continues to rely on grants from the Town Council.</p> <ul style="list-style-type: none"> • The extension / fire exit will be complete in the summer 2018, we hope to hold a grand opening. • Contracts & suppliers continue to be reviewed for best value • The new Wi-Fi projector has been a great success 	<p>The final budget position was £5008 overspent.</p>
Capital Projects	<p>The Council has organised a number of capital projects over the last twelve months. These include:</p> <ul style="list-style-type: none"> • The Laverton Improvements – as above • IT Equipment (tablets) • Defibrillators 	
	<p>The 2018-19 Precept was set at £0.31p per week increase based on a Band D equivalent property. This was communicated to the public via our Website, Newsletter and the local press. To date we have not received any communications from residents regarding the precept increase.</p> <p>The Unaudited Financial Statements have not been produced as at 04.05.18. The following information is taken from the closed accounts March 2018</p> <p>Ear Marked Reserve (EMR*):</p> <p>General fund Rolling Capital Total</p> <p>*EMR – Monies moved to EMR is for a specific council project or ongoing work.</p>	<p>£349,931 £152,096 £100,640 <u>£602,667</u></p>

T.3307 COMMUNICATIONS BY INCOMING TOWN MAYOR.

To receive such communications as the Town Mayor may wish to lay before the Council.

- Northacre Environment Agency planning see response from Wiltshire Council – To Note the letter from Wiltshire Council, Environment Agency and Northacre Treatment Plant will be made available on the Council's website.

T.3308 Report by Town Crier, John Hadfield

The following verbal report was given:-

Mayor, Deputy Mayor, Town Clerk and Secretary

Once again, I must say thank you for letting me represent your council as town crier.

- June - Last year the Rotary club asked me to meet and greet the Diggers from Down Under at Westbury Station
- September - I was honoured to start the evening for the last day of Westbury Festival
- October - I opened the Westbury town council grants evening
- Later in the Month I led the local dignitaries through the town for the civic parade and service.

- November - Westbury Court care home asked for me to preside over the handover of the bike relay baton they were doing for children in need.
- December - Heralded my second Christmas Event and lights switch on the 3rd December
- Along with the Mayor I attended the opening of the new Just So Dance studio in Westbury
- March - I was honoured to be asked to attend the Amesbury event where they were bestowing the freedom of the town to Boscombe down RAF celebrating 100 years
- Finally - Last week I attended my first town crier completion in Haslemere, although I did not bring any awards back to Westbury it was a good learning curve to the role of the town crier

T.3309 **The report was noted and the Mayor presented the Town Crier with half of his annual honorarium and thanked him on behalf of the council.**

T.3310 **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)

T.3311 **MATTERS ARISING: None**

Members' matters arising from these previous minutes: **None**

T.3312 **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)

RESOLVED: To APPROVE the above recommendation

T.3313 **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

RESOLVED: To APPROVE the above recommendation

T.3314 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.

RESOLVED: To APPROVE the above recommendation

T.3315 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.

RESOLVED: To APPROVE the above recommendation

T.3316 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.

The above recommendation was withdrawn by Cllr Sutton

T.3317 RECOMMENDATION FROM CLLR I CUNNINGHAM dated 6th May 2018

STANDING ORDERS

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 standing 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 just 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

Something not in bold might still be a legal requirement

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

RESOLVED: To APPROVE the above recommendation

T.3318 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.

RESOLVED: To APPROVE the above recommendation

T.3319 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.

RESOLVED: To APPROVE the above recommendation

T.3320 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)

RESOLVED: To APPROVE the above recommendation

T.3321 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.

RESOLVED: To APPROVE the above recommendation with the following amendment

To review the above Sub-Committee after twelve months

T.3322

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 use delegated powers to decide on urgent planning applications 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.

TO AMEND the above recommendation

To be reviewed after 12 months

To write a 'Press Release' to advertise meetings

New name of Sub Committee – 'Urgent Planning items subcommittee'

T.3323

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.

RESOLVED: To APPROVE the above recommendation

T.3324

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.

RESOLVED: To APPROVE the above recommendation with the following amendment to item 4 – During 2018-2019 the Town Improvement Group and Westbury Heritage Society are invited to explore together future delivery of history and Tourist information in Westbury beyond 2020

T.3325 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.

RESOLVED: To APPROVE the above recommendation

T.3326 RECOMMENDATION FROM THE GREAT WAR WORKING GROUP dated 30th APRIL 2018

GREAT WAR COMMERATIVE 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.

TO AMEND the above recommendation to:

- To seek a further consultation from the people of Westbury either via Facebook or the website, to include an option for not spending money
- To go back to WW1 working group to make another recommendation for wording

T.3327 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.

To Amend the above recommendation – to request the Council to support a consultation in making Westbury go' single use plastic free'

T.3328

APPOINTMENT OF COMMITTEES:

Highways, Planning & Development Committee

Cllrs Cunningham (Ex Officio), Sutton (Ex Officio) Hawker, Hendry, Kettlety, King, B Pyne, Russ, Kimmins

Policy & Resources Committee

Cllrs Cunningham (Ex Officio), Sutton, (Ex Officio) Jones, Kettlety, Katonivualiku, Russ, Kimmins

Finance Committee. Three members from HP&D and three members from P&R

Cllrs Cunningham (Ex Officio), Sutton (Ex Officio) Charlton, Jones, Kettlety, King, N Pyne

The Clerk to contact Councillor Morland to ask what Committee he would like to a member.

T.3329

PLACES, DATES AND TIMES OF MEETINGS.

The dates of the meetings for the forthcoming year were approved as follows:

21st May 2018	Highways, Planning & Development Committee
4th June 2018	Policy & Resources Committee
18 th June 2018	Highways, Planning & Development Committee
2 nd July 2018	Town Council
16 th July 2018	Highways, Planning & Development Committee
6 th August 2018	Policy & Resources Committee
13 th August 2018	Finance Committee
20 th August 2018	Highways, Planning & Development Committee
3 rd September 2018	Town Council
17 th September 2018	Highways, Planning & Development Committee

1 st October 2018	Policy & Resources Committee
15 th October 2018	Highways, Planning & Development Committee
5 th November 2018	Town Council
19 th November 2018	Highways, Planning & Development Committee
3 rd December 2018	Policy & Resources Committee
10 th December 2018	Finance Committee
17 th December 2018	Highways, Planning & Development Committee
7 th January 2019	Town Council
14 th January 2019	Highways, Planning & Development Committee
4 th February 2019	Policy & Resources Committee
18 th February 2019	Highways, Planning & Development Committee
4 th March 2019	Town Council
18 th March 2019	Highways, Planning & Development Committee
1 st April 2019	Policy & Resources (Tuesday due to Bank Holiday)
15 th April 2019	Highways, Planning & Development Committee
29 th April 2019	Annual Town Meeting
13 th May 2019	Annual Town Council Meeting

All meetings to be held at The Laverton, Bratton Road and commencing at 7pm.

T.3330 APPOINTMENTS OF REPRESENTATIVES ON OTHER BODIES

The following Members were appointed for the ensuing year:

68 (Westbury Sqn ATC	Cllr King
BA13 Community Partnership	Cllr Cunningham & King
Community Area Transport Group (CATG)	Cllr S Hendry
Elbag Twinning Association	Cllr M Sutton
Warminster & Westbury CCTV Committee	Cllr S Kimmins
Westbury Area Board	Cllrs Cunningham & King
Westbury District Twinning Association	Cllr Sutton
Westbury Heritage Society	Cllr B Pyne
Westbury (Wilts) Welfare of the Elderly	Cllr N Pyne
Wiltshire Association of Local Councils	Cllr I Cunningham (no representation required)
Wiltshire Council Rights-of-Way	Cllrs Hendry & King
Northacre – Hills Liaison Group	Cllr N Pyne

It was AGREED all representatives would give regular reports at Town Council meetings.

T.3331 WORKING GROUPS To appoint Members to serve on the following Working Groups for the ensuing year:

	Committees			Working Groups														Task & Finish Groups						
	HP & D	P&R	Finance	Business Plan	CCTV	Delegation Of Services	Editorial	Emergency Planning	Events	Community Partnership Funding	Great War	Internal Audit	LITMWG	Operational & Organisational	Play Areas	Street Scene	TIG & Tourism	Website	Post Office	Youth Council	CCTV Review	Neighbourhood Plan		
Chris Charlton			✓	✓						✓					✓							✓		
Ian Cunninghamham	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio		
Russell Hawker	✓				✓							✓					✓				✓	✓		
Sally Hendry	✓						✓		✓								✓							
Ward Jones		✓	✓			✓				✓							✓							
Mike Kersey	✓	✓		✓			✓	✓											✓			✓		
Aminia al Katorvuailliku		✓													✓					✓				
Gordon King	✓	✓	✓	✓		✓	✓	✓		✓			✓	✓	✓	✓	✓		✓	✓				
Francis Morland																								
Brenda Pyne	✓						✓		✓								✓	✓				✓		
Nick Pyne	✓		✓	✓		✓		✓		✓	✓	✓						✓	✓					
Jane Russ	✓	✓						✓	✓			✓						✓				✓		
Mike Sutton	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio	ex-officio		
Sheila Kimmins	✓	✓			✓					✓	✓											✓		
Staff Support	JD/SH	DU/KHT	DU/JD		DU	DU	DU	SH	KHT	MB	JD	KHT	JD	LB	DU	SB	SB	SH	SH		DU	KHT	TBC	TBC

The Clerk to contact Councillor Morland to ask what Committee he would like to a member.

T.3332 TO ADOPT WESTBURY TOWN COUNCIL'S FINANCIAL REGULATIONS 2018-2019

Financial Regulations 2018 were duly adopted.

T.3333 APPOINTMENT OF THE TOWN COUNCIL'S INTERNAL AUDITOR.

RBS AUDITING SOLUTIONS LTD was re-appointed as the Internal Auditor for 2018-19.

T.3334 APPOINTMENT OF THE TOWN COUNCIL'S EXTERNAL AUDITOR.

It was noted that PKF LITTLEJOHN LLP has been appointed as the External Auditor for 2018-19.

T.3335 TO REAFFIRM ACCEPTANCE OF THE AUDIT AND ACCOUNT REGULATION (ENGLAND) REGULATIONS 2015

NOTED.

T.3336 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 – **Cllr Jane Russ**
- Mrs D Urch – we require a replacement bank signatory for Mrs A McCann and recommend Mrs J Dyer – **Mrs Julie Dyer**

RESOLVED: To APPROVE the above recommendation

T.3337 ANNUAL SUBSCRIPTIONS:

	2017/18	2018/19
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

The annual subscriptions were **APPROVED** with the agreement to ask the Town Improvement and Tourism Working Group to come up with criteria with which to assess Visit Wiltshire.

T.3338 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

RESOLVED: To APPROVE the above recommendation

T.3339 EAR MARKED RESERVES & APPROVAL OF ANY BUDGET TRANSFERS (see attached)

RESOLVED: To APPROVE the above recommendation

T.3340 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 (Data 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)

RESOLVED: To APPROVE the above recommendation

T.3341 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.

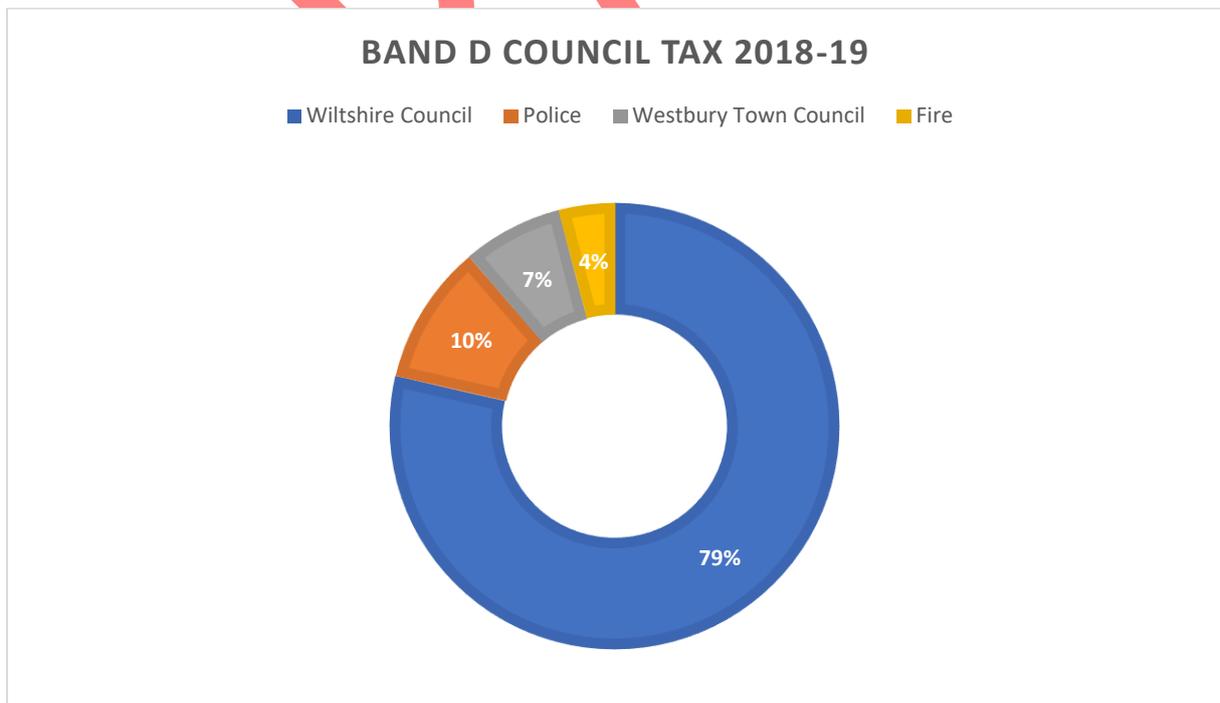
An estimate has been received regarding improved stage lighting and the committee will investigate as to whether this is feasible at present.

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.

To NOTE only

T.3342 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
- Timetable of proceedings for Westbury West By-Election



T.3343 BUDGET BIDS – NONE

T.3344 MONTHLY STATEMENT FOR MARCH 2018 – To NOTE Only

T.3345 AGED DEBT REPORT – Combined outstanding debt report for Westbury Town Council and The Laverton as at 31/03/18 – To NOTE Only

T.3346 PAYMENTS OF ACCOUNTS.

On report by the Clerk and Responsible Financial Officer, it was RESOLVED to approve the List of Payments made since the last meeting, or to be made, and to confirm the action of the Clerk, the Mayor and one other member in signing the necessary orders for payment and Bank Transfers as follows:

10.15pm

**Signed on behalf of the meeting
this day of 2018**

.....
Chairman

DRAFT