

## **WESTBURY TOWN COUNCIL**

At a MEETING of the POLICY & RESOURCES COMMITTEE held at THE LAVERTON, BRATTON ROAD, WESTBURY, on TUESDAY 3<sup>RD</sup> APRIL 2018 at 7.00pm.

**PRESENT:** Cllr's M Sutton, (Chairman), I Cunningham, J Russ, M Kettleby, G King, W Jones

**Staff:** Mrs. D Urch & Mr. K Thorburn

**Presentation by Mark Hatcliffe & Graham Austin from Barclays to talk about the closure of Barclays Bank in Westbury**

### **PUBLIC FORUM:**

Cllr D Jenkins: Closure of Barclays bank

### **R.1797 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE**

Cllr F Morland                      No apologies given  
Cllr A Katonivualiku              No apologies given

### **R.1798 DECLARATION OF INTEREST and DISPENSATIONS**

**None**

### **R.1799 MINUTES**

The Minutes of the P&R Committee Meeting held on the 5<sup>th</sup> February 2018 were confirmed and signed by the Chairman.

**MATTERS ARISING FROM THESE MINUTES** (if any). **Note: no new decisions can be taken**

**None**

**Members' matters arising from these previous Minutes**

**None**

### **R.1800 WILTSHIRE COUNCILLORS' REPORTS**

**Cllr G King**

Wiltshire Council had completed a tendering process for two contracts in relation to Community Engagement in Health & Social Care.

- The Healthwatch Wiltshire contract was awarded to "Help & Care" who replaced current Healthwatch Wiltshire provider.
- The Service User Engagement Contract was awarded to the Wiltshire Centre For Independent Living.

### **R.1801 UPDATE on ACTIONS FROM PREVIOUS MEETINGS**

Town Council noted the following key achievements:

<b>Minute ref</b>	<b>Subject</b>	<b>Action</b>	<b>Update</b>
R.1676	Chateau Du Loir Tapestry	Tapestry to be placed in a sealed case and displayed in a more prominent place	Location chosen waiting for the Town Caretaker to install

R.1685	Back lighting for stained glass window	LITWG to investigate feasibility of back lighting	Currently on hold pending Laverton build works.
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**R.1802 RECOMMENDATION received from TOWN CLERK dated 7<sup>th</sup> March 2018**

**Revised layout for Agenda & Minutes**

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

**RESOLVED: To APPROVE the above recommendation**

**R.1803 RECOMMENDATION received from OPERATIONAL AND ORGANISATIONAL WORKING GROUP dated 22<sup>nd</sup> March 2018**

**Amend Scheme of Delegation.**

P&R Committee to recommend that Town Council accept the attached Scheme of Delegation.

**RESOLVED: To APPROVE the above recommendation with the following amendment.**

P&R Committee to recommend that Town Council accept the Scheme of Delegation and conduct an annual review.

**R.1804 RECOMMENDATION received from OPERATIONAL AND ORGANISATIONAL WORKING GROUP**

**Review Standing Orders**

P&R Committee to recommend that Town Council accept the revised Standing Orders

**RESOLVED: To APPROVE the above recommendation with the following amendments. Revised document to be circulated to all councillors before adoption by Town Council. Document to be reviewed annually.**

**R.1805 REVIEW OF LOCAL GOVERNMENT ETHICAL STANDARDS: STAKEHOLDER CONSULTATION**

P&R Committee noted the consultation by NALC – Review of Local Government Ethical Standards and noted the closing date for responses of 18th May 2018.

**RESOLVED: Councillors to formulate responses and return to the Town Clerk**

**R.1806 RECOMMENDATION received from TOWN COUNCIL dated 5<sup>th</sup> March 2018**  
**CCTV**

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

**RESOLVED to discuss both items relating to CCTV as one agenda item (R.1806 & R.1807)**

**R.1807 RECOMMENDATION received from CCTV WORKING GROUP date 7<sup>th</sup> March 2018**  
**CCTV**

That the P&R Committee consider requesting a comprehensive report on the future of CCTV in Westbury to include investigating how the system can be developed, what new technology

is available, where cameras are best placed as well likely cost of replacing and maintaining the existing system. This report should be prepared in consultation with the Town Clerk as well as the Town Clerk of Warminster Town Clerk, specialist and any other interested parties.

**RESOLVED to set up a Task & Finish group to review the effectiveness of the CCTV in Westbury, the group will report back to P&R with the evidence**

**R.1808 RECOMMENDATION received from OPERATIONAL AND ORGANISATIONAL WORKING GROUP dated 22<sup>nd</sup> March 2018**

**Staff time recording Working Group notes**

Operational & Organisational Working Group recommends to P&R Committee that staff withdraw from meetings during long periods of debate and return to record decisions made. Terms of reference for Working Groups will be amended to incorporate this recommendation

**RESOLVED: To APPROVE the above recommendation**

**R.1809 Application for the hire of Penleigh Park from John Lawsons Circus LTD**

The P&R Committee to note that John Lawsons Circus Ltd will be holding a Circus at Penleigh Park between Monday 18th June 2018 and Wednesday 20th June 2018

**Noted**

**R.1810 General Data Protection Regulations May 2018 – Town Clerk to Report**

Moved to Operational and Organisational Working Group

**R.1811 CHAIRMANS MATTERS FOR REPORT**

The Chair thanked the Working groups for their efforts throughout the year in enabling the Council to carry out its business

**R.1812 BUDGET BIDS**

**None**

**R.1813 CLERK'S CORRESPONDANCE/MATTERS.**

**None**

**R.1814 ACCOUNTS**

**Payment 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:

<b>FEBRUARY 2018</b>	<b>-</b>	<b>£53,698.30</b>
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**21.10hrs**

**Signed on behalf of the Meeting  
this day 4th of June 2018**

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**Chairman**