

WESTBURY TOWN COUNCIL

At a MEETING of the POLICY & RESOURCES COMMITTEE held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY 4TH JUNE 2018 at 7.00pm.

PRESENT: Cllr's M Sutton, (Chairman), I Cunningham, M Kettleby, G King, W Jones, A Katonivualiku. S Kimmins

Staff: Mrs. D Urch & Mr. K Thorburn

R. 1815 PUBLIC FORUM:

None

R.1816 ELECT A CHAIRMAN

Cllr W Jones was elected Chairman

R.1818 ELECT A VICE CHAIRMAN

Cllr G King was elected Vice Chairman

R.1819 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE

Cllr Jane Russ Personal

R.1820 DECLARATION OF INTEREST and DISPENSATIONS

None

R.1821 MINUTES

The Minutes of the P&R Committee Meeting held on the 3rd April 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.1822 UPDATE on ACTIONS FROM PREVIOUS MEETINGS

Town Council noted the following key achievements:

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	Tapestry installed in Laverton staircase
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 has been arranged

R.1823 WILTSHIRE COUNCILLORS' REPORTS

None

R.1824 CHAIRMAN'S COMMUNICATIONS

Electoral review of Wiltshire Council

The Committee noted the consultation of the Electoral Review of Wiltshire Council, The Committee had no comment at this time but agreed to wait for the next phase and decide at that point if they wish to comment

R.1825 RECOMMENDATION received from EVENTS WORKING GROUP dated 29th May 2018

Christmas Event

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.

RESOLVED: To APPROVE the above recommendation

R.1826 RECOMMENDATION received from Town Clerk dated 25th May 2018

GDPR (General Data Protection Regulations)

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

RESOLVED: To APPROVE the above recommendation

R.1827 RECOMENDATION received from Cllr M Sutton date 25th May 2018

Future Events

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

RESOLVED: To APPROVE the above recommendation with the following amendment. To refer to Internal Audit Working Group to review events structure and budgets

R.1828 General Data Protection Regulations (GDPR) advice from NALC

P&R Committee noted the guidance received from NALC regarding GDPR.

The Town Clerk was asked to find more information about the cost for Councillors to register with the ICO and to appoint a DPO and report back to the next meeting.

R.1829 CLERK'S CORRESPONDANCE/MATTERS.

The following items were noted ;

a. Email received from Stuart Ramsay acknowledging the council's response to the Local Government Ethical Standards consultation.

b. 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.

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

d. The P&R Committee discussed the use of Poll cards for the upcoming by-election and agreed these should be provided by Wiltshire Council

R.1830 BUDGET BIDS
None

19.57 hrs

Signed on behalf of the Meeting
this day 6th of August 2018

.....
Chairman

DRAFT