

29th August 2017

YOU ARE HEREBY SUMMONED to attend a MEETING of WESTBURY TOWN COUNCIL to be held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY, 4th September 2017 at 7.00 pm.

Yours faithfully

Town Clerk

Public Forum

Register between 6.50 pm – 7.00 pm
Maximum input per person – Strictly 5 minutes
Forum not to exceed 30 minutes

**Petitions/Depositions to be lodged with the Town Clerk
at least five working days prior to the Meeting.**

A G E N D A

Prayers

- 1. TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.**
- 2. VOTING ON CO-OPTION OF NEW COUNCILLORS** (see attached co-option procedure)
Interviews of all candidates will have taken place prior to the meeting and all candidates will have been asked the same five questions.

The Town Council has one remaining vacancy for co-option in Westbury West.

Members to vote by a show of hands with a recorded vote. Candidates that receive a majority vote will be confirmed when the Council passes a resolution confirming that person is co-opted and they sign the Declaration of Office. The successful candidates will be declared co-opted to the Council and asked to join the meeting immediately.

The list of candidates is as follows:

- Sheila Kimmis
- Barbara Swan

3. **DISPENSATIONS** (if any).
4. **DECLARATIONS OF INTEREST** (if any) **AND REASONS.** (Members must be diligent regarding their interests.)
5. **MINUTES.** To approve as a correct record, the Minutes of the Town Council Meeting held on the 31st July 2017, copies of these Minutes have been circulated to each Member and in accordance with Standing Order No. 13(d) may be taken as read. (copy attached).
6. **MATTERS ARISING FROM THESE MINUTES** (if any). **Note: no new decisions can be taken.**

Members' matters arising from these previous Minutes.

7. **POLICE REPORT** (to be circulated on the night)
8. **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.
9. **MINUTES of COMMITTEES.** To receive and note Minutes and recommendations of the following Committees: -

Highways, Planning & Development Committee	- 17.07.2017
Highways, Planning & Development Committee	- 21.08.2017
Policy & Resources Committee	- 07.08.2017
Finance Committee	- 14.08.2017

Members' matters arising from these previous Minutes.

10. **COMMUNICATIONS BY THE TOWN MAYOR.** To receive such communications as the Town Mayor may wish to lay before the Council
 - Introductions to new members of staff – Sarah Harris and Kieran Holburn-Thorburn
11. **RECOMMENDATION FROM THE FINANCE COMMITTEE DATED 14.08.17. TO ADJUST THE MONTHLY AMOUNT TRANSFERRED FROM BANK ACCOUNT NO2.**

Proposal:

Increase the amount transferred from Westbury Town Council Business Account to No 2 Account from £17,000 to £21,000 per month.

Background:

Each month the Clerk pays the salaries, HMRC and Wiltshire Pension from. The No 2 Account. Funds are transferred from Westbury Town Council Business Account to the No 2 Account to cover these amounts. The figure transferred is monitored regularly. This will need to be increased to cover the costs of two new employees.

Recommendation:

To raise the maximum monthly amount transferred from the Westbury Town Council Business Bank Account to No 2 Account from £17,000 to £21,000 to cover staff salaries, PAYE/NI and pensions. Amend the Financial Regulations accordingly.

12. RECOMMENDATION RECEIVED FROM THE FINANCE COMMITTEE DATED 14.08.17

NOTICE OF DATE OF COMMENCEMENT OF PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS. ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017.

Sections 26 & 27 of the Local Audit and Accountability Act 2014 provide for:

Any person interested has the opportunity to inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to them. For the year ended 31 March 2017.

The period for the exercise of public rights expired on the Monday 31st July 2017. The Town Council did not receive any requests from local electors to view the accounts.

For Members to Note

13. RECOMMENDATION RECEIVED FROM THE TOWN CLERK DATED 06.03.17

In accordance with the Governance and Accountability for Smaller Authorities in England, the Town Council resolves to formally accept the 2017-18 precept of £538,649

14. RECOMMENDATION received from FINANCE COMMITTEE dated 14.8.17

To confirm the appointment of Cllr N Pyne to the Finance Committee

Other Members – Cllr C Charlton, Cllr I Cunningham, Cllr W Jones, Cllr Kettleby, Cllr G King, Cllr F Morland, Cllr J Russ, Cllr M Sutton, Cllr D Tout

15. RECOMMENDATION FROM THE FINANCE COMMITTEE DATED 14.08.17 TO AWARD ADDITIONAL GRANT TO HERITAGE SOCIETY

The Finance Committee recommends an additional payment of £500 to The Heritage Society. An amount of £7,500 was agreed in the 2017/18 budget however only £7,000 was put forward to Town Council on July 2017 in error. (additional documentation previously circulated with the Finance Committee Agenda for 14.08.2017).

16. RECOMMENDATION FROM THE FINANCE COMMITTEE DATED 14.08.17

Community and School Grants

The Finance Committee recommends that Town Council agree the attached community and school grants, as recommended by the Grants Scrutiny Working Group, totalling £9,708.74 for community grants and £2,000 for school grants

(additional documentation previously circulated with the Finance Committee Agenda for 14.08.2017).

Councillors declared the following interests:

<i>Cllr Sutton</i>	<i>West Wilts/Elblag Twinning</i>	<i>WTC Representative</i>
<i>Cllr Sutton</i>	<i>Westbury Midweek Skittles</i>	<i>Personal</i>
<i>Cllr King</i>	<i>Westbury Welfare of the Elderly</i>	<i>WTC Representative</i>
<i>Cllr Sutton</i>	<i>Friends of Westbury Station</i>	<i>Personal</i>
<i>Cllr Jones</i>	<i>Westbury Churches Together</i>	<i>Personal</i>
<i>Cllr Jones</i>	<i>Westbury Family History Society</i>	<i>Personal</i>
<i>Cllr King</i>	<i>French Twinning Association</i>	<i>Personal</i>
<i>Cllr Sutton</i>	<i>French Twinning Association</i>	<i>WTC Representative</i>
<i>Cllr Cunningham</i>	<i>Westbury Junior School</i>	<i>Chair of Governors</i>

17. RECOMMENDATION RECEIVED FROM THE FINANCE COMMITTEE DATED 14.08.17

Request to write off Bad Debt

The Finance Committee recommend writing off a bad debt of £180 as detailed in the additional documentation previously circulated with the Finance Committee Agenda for 14.08.2017

18. RECOMMENDATION FROM THE FINANCE COMMITTEE DATED 14.08.17

Grants Awards 2017/18

Recommendation:

The Finance Committee recommend Town Council approve the attached list of small grants for 2017/18 totalling £9,708.74 and school grants totalling £2,000.00.

19. RECOMMENDATION RECEIVED FROM THE GRANTS SCRUTINY WORKINGGROUP DATED 16.08.2017

Additional Small Grant Awards 2017/18

Recommendation:

The Grants Scrutiny Working Group recommend Town Council approve the following additional grants, not agreed in time for the Finance Committee Meeting on August 14th 2017:

Leigh Park Community Centre	£300.00
Westbury Youth Club	£500.00

20. THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.

Report by Cllr Sutton

1. The Projector has been purchased and once installed has amply justified the purchase.
2. The Group will not proceed with consultant quotes for the lighting system but will upgrade existing bulbs on the chandelier and investigate the use of battery table lamps.
3. The sound system will be improved using local and in-house expertise as there is no budget for expensive modifications.
4. Wiltshire Council have no objections to the use of a defibrillator attached to the Laverton and this will now be progressed. Once a date has been agreed for installation the Town Clerk will contact the White Horse News to advertise the fact.
5. We are awaiting a decision as to whether the garage floor can be excluded from being a fire escape but will also pursue whether the floor can be included in the extension works.
6. The Public Loan has been finalised and it is hoped the extension will be completed by the end of January depending on weather conditions. Survey bills are currently going to tender.
7. For charity and local events the bar will be free of charge for staff once costs have been met.
8. Projected income for 2017 is currently exceeding 2016

21. RECOMMENDATION RECEIVED FROM THE TOWN CLERK DATED 06.03.17

In accordance with the Governance and Accountability for Smaller Authorities in England, the Town Council resolves to formally accept the 2017-18 precept of £538,649

22. RECOMMENDATION RECEIVED FROM EVENTS WORKING GROUP DATED 03.07.2017

Proposal

That the Policy and Resources Committee approve a sum not to exceed £300 as a sundries budget for the Events Coordinator. The sum to be used to purchase single or multiple units of items essential to the running of an event. The sum to be renewed for each major event organised by the Town Council. If approved, that the Policy & Resources Committee subsequently recommends the approval of the same sum of £300 to the next Town Council meeting.

Background

Occasionally the events incur expenditure for items under £30. Previously, all expenditure had to be approved at a meeting of the Events working group. This has led to unnecessary delay in procuring items.

Recommendation

That the Policy and Resources Committee approve the proposed sundries budget of £300 per major event (Christmas and summer) and recommends the approval of the same said budget by Town Council at the next meeting.

23. RECOMMENDATION RECEIVED FROM POLICY & RESOURCES COMMITTEE DATED 07.08.2017

New tablets policy

That the Policy & Resources Committee recommend Town Council approve and adopt the Westbury Town Council Tablet Policy (to be circulated separately by email).

24. RECOMMENDATION RECEIVED FROM POLICY & RESOURCES COMMITTEE DATED 07.08.17

Review of Policies

As part of the on-going review of the Councils policies, as agreed by the P&R Committee on 6.6.16, the committee is to approve the amendments and recommend to Town Council that the following policies are adopted:

- Member & Employee Protocol Policy

25. CLERK'S CORRESPONDENCE/MATTERS:

- Reminder to all Councillors, that Finance Training will be provided by DCK Accountancy (our providers) on Thursday 7th September from 18.00hrs.
- The five defibrillators have been received and will be installed by Wheelers in the coming weeks. There will be training provided for the town. All are welcome to attend.
 - Saturday 14th October 2017 – session 1 will take place at 10am to 11.15am and a second session will follow at 11.30 to 12.45.
 - Tuesday 24th October 2017 – 18.30 to 20.30
- Post Office – The Post Office has notified the Town Council there is one application to establish a Post Office in the Town Centre that is being progressed. Due to the lengthy process, it is extremely unlikely that a Westbury Town Centre Post Office will be available over the busy Christmas Period. We have explored the option of a mobile Post Office but due to a high footfall this is not feasible. Customers will be required to use the Post Office at:
 - Ham Post Office Store
 - Bratton Sub Post Office
 - Fairfield Farm College – Dilton Marsh
- The Town Clerk (role) has been asked to join the Westbury Community Project as Ex-Officio. The position will support the project by attending meetings and advising on Facility related issues.
- The Grants Award Evening will take place on Wednesday 11th October at 7pm. As we will be trying something new this year, we would ask all Councillors to attend if possible.

26. ACCOUNTS:

Payment of Accounts. To approve the lists of payments made since the last Meeting, or to be made, and to confirm the action of the Chairman and one other Member in signing the necessary orders for payment, Business Pass Cash/Visa Cards (if any) transactions, and staff remunerations: -

Schedule 514 - July 2017 - £189,976.78