



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 6th August 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

31st July 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.

PRESENTATION BY JESSICA THIMBLEBY FROM WILDLIFE REFERENCE PROPOSED WESTBURY COMMUNITY FRIDGE PROJECT

A G E N D A

1. APOLOGIES FOR ABSENCE

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

2. DECLARATION OF INTEREST and DISPENSATIONS

Members must be diligent regarding their interests.

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

3. MINUTES (see minutes attached).

To approve as a correct record, the Minutes of the Policy & Resources Committee Meeting held on the 4th June 2018, copies of these Minutes have been circulated to each Member and in accordance with Standing Order No. 33(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.1685	Back lighting for stained glass window	LITWG to investigate feasibility of back lighting	At the Town Council meeting held on 2 nd July 2018 it was agreed that no more money was to be spent on non-urgent improvements

4. 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.

5. CHAIRMAN'S COMMUNICATIONS

6. NOTICE OF MOTION from Cllr I Cunningham dated 18th June 2018

Volunteers Contracts

Recommendation

That Westbury Town Council always considers options to facilitate volunteer involvement when drawing up contracts with suppliers, particularly of services. This would be implemented on all relevant contracts with a statement about our general desire to encourage voluntary input and specific requirements on a contract by contract basis.

7. NOTICE OF MOTION received from Cllr W Jones dated 18th July 2018 (see attached)

Town Council Prayer

Recommendation

The P&R Committee to approve new form of words to replace current Town Council prayer and recommend adoption to Town Council.

8. RECOMMENDATION received from BUSINESS PLAN WORKING GROUP dated 20th July 2018 (see attached)

Business Plan

Recommendation

The P&R Committee to approve the Business Plan and forward to Town Council for adoption.

9. RECOMMENDATION received from BUSINESS PLAN WORKING GROUP dated 20th July 2018 (see attached)

Town Strategy

Recommendation

The P&R Committee to approve the Town strategy and forward to Town Council for adoption.

10. NOTICE OF MOTION received from Cllr M Sutton dated 23rd July 2018

Postal Service

Recommendation

The P&R Committee to recommend the Town Clerk to write to Royal Mail asking if their policy of withholding post and delaying delivery (depending on available resources) is the policy across all towns in Wiltshire and what is their plan to ensure adequate mail deliveries in Westbury and why anyone should pay for a first class stamp.

11. RECOMMENDATION received from TOWN CLERK dated 23rd July 2018

New tablet

Recommendation

That the P&R Committee agree up to £300 for the purchase of a new tablet for Cllr Josh Charles and forward to Town Council for noting.

12. RECOMMENDATION received from WEBSITE WORKING GROUP dated 23rd July 2018

Town Council website events calendar

Recommendation

The Website Working Group recommend that the P&R committee approve the inclusion of an events calendar on our new website – Time.ly Hublite, subscription is £300 per year or £25 per month payable by monthly or annual direct debit and forward to Town Council for noting.

13. RECOMMENDATION received from DELEGATION OF SERVICE WORKING GROUP dated 26th July 2018

Westbury Leigh car park

Recommendation

The HP&D & P&R Committee recommend to Town Council that Westbury Leigh is retained as a free car park.

14. CLERK'S CORRESPONDENCE

a. To note guidance received from NALC and SLCC – Joint statement on the Ledbury case.

15. GDPR

GDPR Update

GDPR came into effect on Friday 25th May 2018. There is an expectation that the council regularly considers the security of the information it holds about individuals and assesses the risk. While some laws may permit the council to lawfully hold data there are some occasions when data processed by the council is not covered by law and subject only to a retention policy and must be destroyed within a given period. (See data audit attached)

At the Policy & Resources meeting on the 4th June 2018 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 please see attached documents from the ICO

16. BUDGET BIDS