

## WESTBURY TOWN COUNCIL

At a MEETING of the POLICY & RESOURCES COMMITTEE held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY 6<sup>th</sup> August 2018 at 7.00pm.

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

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

**Presentation by Jessica Thimbleby from Wildlife Wiltshire reference proposed Westbury Community Fridge**

### **R.1831 PUBLIC FORUM**

Radek Evans – Community Fridge.

### **R.1832 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE**

None.

### **R.1833 DECLARATION OF INTEREST and DISPENSATIONS**

None.

### **R.1834 MINUTES**

The Minutes of the P&R Committee Meeting held on the 4<sup>th</sup> June 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.1835 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.1685	Back lighting for stained glass window	LITWG to investigate feasibility of back lighting	At the Town Council meeting held on 2nd July 2018 it was agreed that no more money was to be spent on non-urgent improvements

### **R.1836 WILTSHIRE COUNCILLORS' REPORTS**

**Cllr G King**

Strategic level Wiltshire Council revision of the Waste Management Strategy in July and onto cabinet in August for adoption and approval. One of the four priorities is to promote waste & energy.

Reports of bins abandoned in the Bitham Mill area, an inspection has taken place and found the bins belonged to residents in Alfred street. Letters have been sent to residents requesting the bins be taken back to the proper place, also that garden waste bins without the correct sticker will be removed.

#### **R.1837 CHAIRMAN'S COMMUNICATIONS**

None.

#### **R.1838 NOTICE OF MOTION received from Cllr I Cunningham dated 18<sup>th</sup> June 2018 Volunteers contracts**

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.

**RESOLVED: To APPROVE the above recommendation**

#### **R.1839 NOTICE OF MOTION received from Cllr W Jones dated 18<sup>th</sup> July 2018 Town Council Prayer**

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

**RESOLVED: To APPROVE the above recommendation**

#### **R.1840 RECOMENDATION received from BUSINESS PLAN WORKING GROUP dated 20<sup>th</sup> July 2018**

##### **Business Plan**

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

**RESOLVED: To APPROVE the above recommendation with the following amendment.  
Add the word transport in priority 2, objective 2**

#### **R.1841 RECCOMENDATION received from BUSINESS PLAN WORKING GROUP dated 20<sup>th</sup> July 2018**

##### **Town Strategy**

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

**RESOLVED: To APPROVE the above recommendation with the following amendment.  
To change the first line to "Welcome to Westbury Town Councils Town Strategy document"**

#### **R.1842 NOTICE OF MOTION received from Cllr M Sutton dated 23<sup>rd</sup> July 2018 Postal Service**

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.

**RESOLVED: to APPROVE the above recommendation to include the following amendments.**

- **To request what criteria is used to decide which areas have post withheld**
- **If there is a resource issue, The Town Council assumes there is a strategy to rectify the problem, what is being done to resolve the issue?**
- **To inform the Town Council on the day post will not be delivered so we can publicise on our website to inform the residents of Westbury**

**R.1843 RECOMMENDATION received from TOWN CLERK dated 23<sup>rd</sup> July 2018  
New Tablet**

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.

**RESOLVED: to APPROVE the above recommendation**

**R.1844 RECOMMENDATION received from WEBSITE WORKING GROUP  
dated 23<sup>rd</sup> July 2018**

**Town Council website events calendar**

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.

**RESOLVED: to APPROVE the above recommendation**

**R.1845 RECOMMENDATION received from DELEGATION OF SERVICES  
WORKING GROUP dated 26<sup>th</sup> July 2018**

**Westbury Leigh car park**

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

**RESOLVED: to APPROVE the above recommendation**

**R.1846 CLERK'S CORRESPONDANCE/MATTERS**

**Email from Post Office – Area Network Change Manager**

The Post Office has a possible solution for Westbury, The Post Office is waiting for confirmation & then timescales. It is a very good solution and the Post Office will continue to chase to get an answer as soon as possible.

The following item was noted

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

Cllr Cunningham asked to minute that the statement regarding the Ledbury case did not force a change to our standing orders.

**R.1847 GDPR**

- The ICO has confirmed Town & Parish councils do not need to appoint a DPO.
- The ICO has issued FAQ, raising the issue if individual Councillors are a controller in their own right & they need to pay the new fee (£40) The Clerk to seek further clarity from the ICO.

The P&R Committee wished to thank The Clerk for the progress made with keeping on track with the GDPR.

**R.1848 BUDGET BIDS**  
None.

19.55 hrs

Signed on behalf of the Meeting  
this day 1<sup>st</sup> of October 2018

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Chairman

DRAFT