



# Westbury Town Council

The Laverton, Bratton Road, Westbury

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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 1<sup>st</sup> October 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**

24th September 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 Chair 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.

## 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 6<sup>th</sup> August 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**

**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**

- To review HM Government Civil Society Strategy: Building a future that works for everyone [click here](#)

To Note only

**6. RECOMMENDATION from the TOWN CLERK dated 28<sup>th</sup> August 2018  
Electoral Review of Wiltshire Council – Consultation on New Division  
Boundaries (Briefing Note 366)**

Recommendation

The P&R Committee to develop a response to a consultation on a pattern of electoral divisions. The Local Government Boundary Commission for England has decided on a future council size for Wiltshire of 98.

A consultation on a pattern of electoral divisions for the above council size will run from 28<sup>th</sup> August 2018 to 5<sup>th</sup> November 2018 (please note, Briefing Note 366 states the consultation runs from 28<sup>th</sup> August 2018 to 5<sup>th</sup> November 2019 – this is incorrect). Any proposals must align closely to an electorate size of 4291 per division, reflect community identity and provide convenient and effective local government.

Wiltshire Council would like to receive the Town Council submission on a pattern of division but the Town Council can also make this directly to the Local Government Boundary Commission for England using their on-line consultation using this link <https://consultation.lgbce.org.uk/node/14518>

[Page 1 – Electoral data](#)

[Page 2 – Individual parishes](#)

[Page 3 – September 2018 adjustments](#)

[Page 4 – Westbury individual electorates](#)

**7. NOTICE OF MOTION from Cllr M Sutton dated 4<sup>th</sup> September 2018  
Terms of Reference for the Events Working Group**

Recommendation

The Policy & Resources Committee agree the content, scope and outcomes of the

Terms of Reference for the Events Working Group.

[Click here](#)

**8. RECOMMENDATION from OPERATIONAL and ORGINISATIONAL WORKING GROUP dated 19<sup>th</sup> September 2019**  
**Terms of Reference for Town Council meetings**

Recommendation

That the Policy & Resources Committee recommend the draft Terms of Reference for council meetings to Town Council for adoption.

[Click here](#)

[Terms of reference](#)

**9. RECOMMENDATION from the TOWN CLERK dated 19<sup>th</sup> September 2018**  
**Develop a new Westbury Town Council logo**

Recommendation

To recommend to Town Council that a new Town Council logo is created to use with promotional information, signage and appropriate communication. The banner beneath the shield will read Westbury Town Council

[Click here](#)

**10. NOTICE OF MOTION from Cllr I Cunningham dated 21<sup>st</sup> September 2018**  
**Main Hall Clock**

Recommendation

We buy a cheap radio-controlled clock so that it will tell the right time without the need for staff to climb up and correct it all the time.

Optionally we could get a larger clock (some outside clocks would look fine inside but are bigger) which may help the public read it from the back.

The cost is £50.00

[Click here](#)

**11. RECOMMENDATION from FINANCE COMMITTEE dated 21<sup>st</sup> September 2018**  
**Parish Boundary Review**

Recommendation

The Policy and Resources Committee undertake a review of the Parish boundary to maximise CIL income to reduce the impact the Westbury community and its infrastructure from housing developments in neighbouring parishes.

[Click here](#)

**12. RECOMMENDATION from Cllr N Pyne dated 24<sup>th</sup> September 2018**  
**Locality Convention Seminar**

Recommendation

To recommend that one or two Councillors attend the locality convention seminar

in Bristol on 7<sup>th</sup> and 8<sup>th</sup> November to train and gain experience needed to organise a community effort

Cost is £255 per delegate for one day and £356 for two days

[Click here](#)

[Event information](#)

### **13. CLERK'S CORRESPONDENCE**

- Councillor Training event – Saturday GDPR Toolkit  
[Councillor training event](#)  
[NALC GDPR](#)  
[Newsletter](#)  
[Clerk's year flyer](#)
- Press release – HMP Erlestoke Prison from Cllr Sheila Kimmins [click here](#)
- Casual Vacancy – Westbury West Ward [click here](#)

### **14. GDPR**

#### **RECOMMENDATION from the TOWN CLERK dated 21<sup>st</sup> September 2018**

The Town Clerk recommends that P&R Committee review the Draft Subject Access Request Policy and Appendices and recommend adoption to Town Council

#### **Subject access request policy – SAR**

[Form](#)

[Draft letter](#)

[Checklist](#)

### **15. BUDGET BIDS - none**