

WESTBURY TOWN COUNCIL

At a MEETING of the POLICY & RESOURCES COMMITTEE held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY 1st October 2018 at 7.00pm.

PRESENT: Cllr's W Jones (Chairman) I Cunningham, M Kettleby, G King, M Sutton, J Charles, J Russ,
Also in attendance: N Pyne (left at 7.11pm)

Staff: Mrs J Dyer & Mrs S Barker

R.1849 PUBLIC FORUM – None present.

R.1850 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE

None.

R.1851 DECLARATION OF INTEREST and DISPENSATIONS

None.

R.1852 MINUTES

The Minutes of the P&R Committee Meeting held on the 6th August 2018 were confirmed and signed by the Chairman.

R.1853 MATTERS ARISING FROM THESE MINUTES (if any). Note: no new decisions can be taken

None.

R.1854 Members' matters arising from these previous Minutes

None.

R.1855 WILTSHIRE COUNCILLORS' REPORTS

Cllr G King

It was reported at the meeting of the Wiltshire Council Cabinet meeting of 25th September 2018 that the councils revenue budget is currently £7,805,000 overspent.

R.1856 CHAIRMAN'S COMMUNICATIONS

- Review of HM Government Civil Society Strategy.

Noted

R.1857 RECOMMENDATION from the TOWN CLERK dated 28th 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 28th August 2018 to 5th November 2018 (please note, Briefing Note 366 states the consultation runs from 28th August 2018 to 5th 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.

RESOLVED: To APPROVE the above recommendation

The Committee agreed to the following response: -

1. That Westbury West ED should be unchanged;
2. That the polling district boundary between **IK1** (Westbury North) and **IJ1** (Westbury East) along Trowbridge Road, Westbury is redrawn so that the A350 becomes the boundary as far west as Market Place, Westbury;
3. That those electors effected by that change are transferred from **IK1** (Westbury North) to **IJ1** (Westbury East);
4. That except for those changes in 2 & 3 above, all other boundaries of Westbury North and Westbury East are unchanged;
5. That in support of 4 above, **FB1** is retained as a polling district of the Westbury North ED as its inclusion in the Westbury North ED is historic reflecting its geographical, cultural and community association with Westbury;
6. That given the inclusion of **FB1** in Westbury North ED is historic, there is no suggestion of the splitting of a parish and is not exceptional regarding the Commissions General Principle.
7. That the number of electors per electoral division for all 3 Westbury Divisions as amended, falls well within the commissions recommended range.

The Committee would like to add a note of thanks and appreciation to Cllr King for his work on this consultation.

RESOLVED: To APPROVE the above recommendation

**R.1858 NOTICE OF MOTION from Cllr M Sutton dated 4th September 2018
Terms of Reference for the Events Working Group**

The Policy & Resources Committee to approve the content, scope and outcomes of the Terms of Reference for the Events Working Group.

RESOLVED: To APPROVE the above recommendation

**R.1859 RECOMMENDATION from OPERATIONAL and ORGINISATIONAL WORKING GROUP dated 19th September 2019
Terms of Reference for Town Council meetings**

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

**RESOLVED: To APPROVE the above recommendation with the following amendment.
To remove Westbury South from the Terms of Reference**

**R.1860 RECOMMENDATION from the TOWN CLERK dated 19th September 2018
Develop a new Westbury Town Council logo**

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.

RESOLVED: To APPROVE the above recommendation

Committee wanted to note that it would like to set the RGB values (this means the colours would always remain the same every time the logo was used) on a high resolution logo retaining the current blue/gold colours.

Staff to contact the 'College of Heralds' to check the Westbury Town Council logo and confirm colours. The logo should be available in a variety of sizes /formats.

**R.1861 NOTICE OF MOTION from Cllr I Cunningham dated 21st September 2018
Main Hall Clock**

The Policy and Resources Committee approve to buy 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.

RESOLVED: To APPROVE the above recommendation

**R.1862 RECOMMENDATION from FINANCE COMMITTEE dated 21st September 2018
Parish Boundary Review**

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

RESOLVED: to APPROVE the above recommendation

The Committee accepts that this needs to be looked at. However it is proposed the review should await Wiltshire Council restarting their process of parish boundary reviews, which itself is pending the results of the electoral boundary review.

The Committee also recommended re-instating a working group to look into this. It has asked the Town Clerk to write to Wiltshire Council expressing our concerns as to current boundaries, including the fact that surrounding parishes benefit from services provided by Westbury Town Council to which they do not contribute financially.

**R.1863 RECOMMENDATION from Cllr N Pyne dated 24th September 2018
Locality Convention Seminar**

Policy and Resources Committee recommend that one or two Councillors attend the locality convention seminar

RESOLVED: To APPROVE the above recommendation with the following amendment

One councillor and one member of staff to attend for one day at a cost of £255 per delegate per day.

Each to be paid from the relevant training budget.

R.1864 CLERK'S CORRESPONDANCE/MATTERS

- Councillor Training event – Saturday GDPR Toolkit - Noted
- Press release – HMP Erlestoke Prison from Cllr Sheila Kimmins - Noted
- Casual Vacancy – Westbury West Ward - Noted

R.1865 GDPR

The P&R Committee approve the Draft Subject Access Request Policy and Appendices and recommend adoption to Town Council

The Committee would like to thank the Town Clerk for her hard work in producing this document

RESOLVED: To APPROVE the above recommendation

R.1866 BUDGET BIDS

Policy and Resource Committee recommend that the Finance Committee consider a Budget Bid should be forwarded to cover a possible election in the future

20.08pm hrs

Signed on behalf of the Meeting
this day 2018

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Chairman

DRAFT