



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 3rd DECEMBER 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
27th November 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.

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 1st October 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.

4. 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.1862	Parish Boundary review	To request a re-start of the Working Group after we receive the details from Wiltshire Council	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 Town Clerk has written 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.

5. 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.

6. CHAIRMAN'S COMMUNICATIONS

- **Wiltshire Electoral review - [see link](#)**
- **Royal Mail – Westbury delivery complaint – [see link](#)**

7. NOTICE OF MOTION received from CLLR M SUTTON dated 4th September 2018

Terms of Reference for Events Working Group

Recommendation

The Policy & Resources Committee agree the content, scope and outcomes of the Terms of Reference for the Events Working Group [see link](#)

8. RECOMMENDATION received from the OPERATIONAL and ORGANISATIONAL WORKING GROUP dated 11th November 2018

Standing Orders

To amend the Standing Orders to include an item to prevent a Motion from a Working Group or

Committee being amended without approval from the Committee or Council (see 0A) [see link](#)

9. RECOMMENDATION received from TOWN IMPROVEMENT/STREETSCENE WORKING GROUP dated 12th November 2018

New Contact sheet [see link](#)

Recommendation

Policy & Resources Committee to approve that a contact sheet is set up and managed as part of a 'Business Networking' group

10. RECOMMENDATION received from DELEGATION of SERVICES Working Group dated 14th November 2018

Budget Bid [see link](#)

Recommendation

Policy and Resources Committee to approve budget bid of £27,110 for year 2019-2020 to secure funding for future delegated services

11. RECOMMENDATION received from DELEGATION of SERVICES Working Group dated 14th November 2018

Westbury Leigh Car Park Management agreement [see link](#)

Recommendation

To approve the attached Management agreement from Wiltshire Council relating to Westbury Leigh Car Park [see link](#)

12. RECOMMENDATIONS from the TOWN CLERK dated 16th November 2018

Policies

The Policy and Resources Committee to consider the updated policies and recommend to Town Council for adoption

Disability Discrimination Policy [see link](#)

Car Usage Policy [see link](#)

Complaints Policy [see link](#)

13. NOTICE OF MOTION received from CLLR W JONES dated 22nd November 2018 (Finance Minute Ref F.311)

Outsourcing of Major events [see link](#)

Recommendation

Policy & Resources Committee to consider holding a workshop to consider the future format of events, types of events, budgets and possible outsourcing where practicable

14. NOTICE OF MOTION from Cllr I CUNNINGHAM dated 26th November 2018

Spending on Cycling and Walking paths [see link](#)

Recommendation

That Town Clerk writes to the service director for Highways and Transport at Wiltshire Council to ask about Wiltshire Council's plans for spending on cycling & walking especially in Westbury given the unresolved air quality problems in the town centre.

- 1) Note the government's plans to appoint a new cycling and walking champion, to promote cycle and pedestrian-friendly policies
- 2) To ask if Wiltshire Council has or intends to have such a role?
- 3) To note that the Minister of State for Transport, Jesse Norman & the DFT are encouraging local authorities to spend 15% of their local transport infrastructure funding on walking and cycling.
- 4) To ask how much 15% of this funding will be for Wiltshire?
- 5) To ask what Westbury's share of this will be?
- 6) To ask what projects to improve walking and cycling have been prioritised for Westbury?
- 7) To note the proposed powers to tackle dangerous parking in mandatory cycle lanes and ask that these be used to stop vehicles from blocking the exits to the cycle bypasses at the chicanes in Oldfield Road, Westbury on a route used by commuters travelling to the rail station and by children cycling to the nearby school

15. NOTICE OF MOTION from CLLR I CUNNINGHAM dated 26th November 2018

Cycle rack [see link](#)

Recommendation

WTC purchases some inexpensive cycle racking and install it in a suitable location at the Laverton.

16. Wiltshire Council Community view of Military/Civilian Integration

Policy and Resources Committee to consider attached questionnaire from Wiltshire Council with the extended return date of 4th December 2018 [see link](#)

17. The Policy and Resources Committee to consider the announcement of the closure the Westbury branch of Lloyds Bank [see link](#)

18. CLERK'S CORRESPONDENCE

Thank you letters for Grants

- Alzheimer's Support
- Westbury Amateur Swimming Club
- Wessex Multiple Sclerosis Therapy Centre
- Bitham Brook Cookery Club
- Westbury Art, Craft & Natter Group
- Infinity Dance
- Request from United Reformed Church that if we install another defibrillator to look at the possibility of sighting it near their Church

19. GDPR

GDP Regulations Statement for inclusion in all policies

Westbury Town Council aims to be a true guardian of personal data and will be compliant with GDP regulations and everything within this policy is pursuant to that objective. Where data protection is applicable this policy demonstrates accountability, fairness, lawfulness, transparency and security of all data held or used within this policy.

Westbury Town Council **privacy policy statement** is available to view on the council website

www.westburytowncouncil.gov.uk

To note only

20. BUDGET BIDS

- Delegation of Services (see agenda item 10)

Standing Orders 2018 [see link](#)

Financial Regulations 2018 [see link](#)

Terms of Reference October 2018 [see link](#)