

WESTBURY TOWN COUNCIL

At the MEETING of the TOWN COUNCIL held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY 5th NOVEMBER 2018 at 7pm.

PRESENT: Cllr I Cunningham (Chairman)
Cllrs: M Sutton, N Pyne, G King, W Jones, S Hendry, B Pyne
J Charles, J Russ, M Kettleby, S Kimmins

Staff: Mrs D Urch, Town Clerk & Mrs J Dyer

PRESENTATIONS POPCAN/Team 10 – Update on community activities
Network Rail/GWR - Network Rail Christmas engineering works

T.3412 PUBLIC FORUM

2 members of the public – Network Rail Christmas engineering works
4 members of the public – Planning application 18/09473/WCM
1 member of the public – Westbury Festival, Post Office, The Hub, Proposed Advanced Thermal Treatment plant air quality report

T.3413 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE:

Cllr F Morland Personal
Cllr C Charlton No apologies received
Cllr A Katonivualiku No apologies received

T.3414 DECLARATION OF INTEREST and DISPENSATIONS:

The following members declared a non-pecuniary interest in the Westbury Festival and will abstain from voting at agenda item 13 – Grant to Westbury Festival;

Cllrs I Cunningham, J Russ, W Jones & B Pyne.

Cllr G King declared a non-pecuniary interest in agenda item 21 – Community Fridge Project, as the proposed base for this is Crosspoint.

T.3415 MINUTES

RESOLVED: That the Minutes of the Town Council Meeting held on 3rd September 2018 and the Extraordinary Town Council meetings held on 17th September 2018 and 1st October 2018, were confirmed and signed by the Chair.

T.3416 MATTERS ARISING FROM THESE MINUTES (If any): no new decisions can be taken

Members' matters arising from these previous minutes: **None**

T.3417 TOWN COUNCIL KEY DECISIONS September 2017 – present

The updates on the following decisions were noted:

T.3379 New Bins – will be installed shortly
T.3380 Town Clock – quotes are being sought
T.3389 Westbury Leigh Car Park – Pending lease with Wiltshire Council
T.3395 Office Furniture – being installed on 9.11.18

T.3418 POLICE REPORT – November 2018

Hello and welcome to this month's Community policing report.

Child Safety Online

A practical guide for parents and carers whose children are using social media.

Social networking is hugely popular. Many young people are sophisticated in the way they use social media apps and websites, tailoring their communication for different audiences, and accessing them from a range of devices including smartphones, tablets and games consoles.

But social media like all forms of public communication comes with some risks. Not all of these risks turn into actual problems, and if children never face any risks, they never learn how to deal with them. By helping your child understand what the risks are, you can play a big part in preventing them from turning into problems.

Understand the risks children may need to deal with

What they could see or do:

- Seeing or sharing of violent, sexual and pornographic content
- Inaccurate or false information and extreme views
- Promotion of harmful behaviours including self-harm, eating disorders and suicide
- Over-sharing of personal information
- Actively or unintentionally getting involved in bullying or hurtful behaviour

Who they might meet:

- People who might bully, intimidate or frighten
- People posing behind fake profiles for mischief making, sexual grooming or identity theft

How this could affect them:

- Fear of missing out leading to excessive use or exaggeration
- Getting upset by things they have seen and being uncertain about what to do
- Engaging, or being pressured into engaging in more risky behaviour either by accident or by design
- Developing unrealistic, and perhaps depressing ideals of body image and gender
- Becoming subject to peer pressure or interactions that are intense or too difficult to handle
- Creating an online reputation that may create problems for them in the future

Practical tips to minimise the risks your child might face

It is good practice for apps and websites to have safety advice and well-designed safety features which can make a real difference to how safe your child will be when using them.

Work through safety and privacy features on the apps that your child is using, or might use. Make sure they understand the point of these and how to use them. Don't be put off by believing your child knows more than you, the tools are actually quite easy to manage.

- **Ask them to show you** which social media apps they use and what they like about them. Talk about how they use them and what makes them to engaging.
- **Explain** how you can use privacy settings to make sure only approved friends can see posts and images.
- **Check if any of their apps have 'geo-location'** enabled, sharing their location unintentionally.
- **Show them how to report offensive comments** or block people who upset them.
- **Check 'tagging' settings** so that when others are posting or sharing photos online, your child's identity is not revealed. Also, get people's consent before sharing photos.
- Encourage your child to **come and talk to you** if they see anything that upsets them.

Keep talking and stay involved

In a mobile age, children can't be completely protected, even by the best privacy controls; another child may use different settings. So it's important to keep talking to your child about the implications of social media. Getting a sense of what they think is a useful place to start; you might be surprised by how much thought they may have given to the issues.

Encourage your child to think carefully about the way they, and others behave online, and how they might deal with different situations.

- People may **not always be who they say they are** online, how can this create problems?
- Why is it **unwise to meet** anyone in the real world that you've only ever met online?
- Even if you think your messages are private, remember that words and images can always be **captured and broadcast**
- People **present themselves differently online** – do they really look like that? Are they always having that good a time?
- Be aware that screens, and especially being anonymous, can lead people to say things they wouldn't say to someone's face
- What does being a good friend and a likeable person online look like?
- There can be **pressure to be part of a particular group** online or to be seen to be following a certain set of ideas. How can you take a step back and make your own decisions?

For more information

You can find out more about how children use social media, the apps they use, the risks they face, how to use privacy settings and advice and tips about how to talk to your children at :

www.childnet.com/sns
www.internetmatters.org

www.nspcc.org.uk/onlinesafety

www.parentzone.org.uk

www.thinkyouknowhow.co.uk/parents

www.askaboutgames.com

If you are concerned about online grooming or sexual behaviour online contact CEOP – www.ceop.police.uk

If you stumble across criminal sexual or obscene content on the internet you should report it to the Internet Watch Foundation – www.iwf.org.uk

OTHER INFORMATION

Staffing

Inspector Andy Fee has returned back earlier than expect from his secondment to be the lead for West Wiltshire CPT. Sergeant James Williams has stepped back to his role from A/Insp to Deputy. Sergeant Jeff Rice who was Acting Deputy Sector Sergeant has returned back to his shift Team on CPT based at Warminster.

CRIME EXCEPTIONS DATA

These figures are based on an evaluation of data, over a two year rolling period. Using this data we can predict what figure is the average that should be reported in a specific month, and what are the higher and lower parameters that we may expect. Figures outside of these parameters are classed as 'Crime Exceptions'.

***** Domestic Abuse figures will also be included in the values as it is on our Control Strategy but here will be no details shared on these cases *****

Westbury Town and Villages combined (Area Board)

Westbury Area Board includes 2 Beat areas, 1 for the Town (EG11), and one for Rural and Villages (EG12). The Data is as Follows;

(Please note, at the time of production the end of month data for October is not yet available)

AUG 2018 DATA

August 2018 showed a total of 74 crimes for the whole Westbury Area Board region against the average of 75 for this same month over the last 2 years. This is within the parameters we would reasonably expect. There are no exceptions within the data.

EG11 (Westbury Town Beat)

Aug 2018 showed a total of 59 crimes for the EG11 area against the average of 60.8 for this same month over the last 2 years. There are no exceptions within the data.

The 6 largest crime groups accounted for 90% of this recorded crime as follows;

Violence Against the person showed 17 crimes compared to the average of 23.2

Theft showed 11 crimes compared to the average of 9.9

Criminal Damage showed 7 crimes compared to the average of 9.4

Public Order showed 7 crimes compared to the average of 3.8

Burglary showed 6 crimes compared to the average of 4.2

Drug Offences showed 5 crimes compared to the average of 1.5

SEPT 2018 DATA

September 2018 showed a total of 95 crimes for the whole Westbury Area Board region against the average of 75 for this same month over the last 2 years. This is within the parameters we would reasonably expect. There are no exceptions within the data.

EG11 (Westbury Town Beat)

September 2018 showed a total of 75 crimes for the EG11 area against the average of 61.2 for this same month over the last 2 years. There are no exceptions within the data. The 5 largest crime groups accounted for 88% of this recorded crime as follows;

Violence Against the person showed 28 crimes compared to the average of 23.3
Theft showed 15 crimes compared to the average of 10.1
Criminal Damage showed 10 crimes compared to the average of 9.8
Public Order showed 8 crimes compared to the average of 4
Burglary showed 5 crimes compared to the average of 5.1

Crimes and Updates of note

Please see the regular Community messaging email updates for community impactive crimes in your area.

For a detailed breakdown of the crime in your area visit...

<https://www.police.uk/wiltshire/>

COMMUNITY POLICING PRIORITIES WITHIN YOUR AREA

WEEKLY TASKING MEETING

Inspector Andy FEE chairs a weekly internal “tasking meeting” where emerging community issues and concerns are raised and discussed for the whole West Wiltshire CPT area. From this meeting, priorities and actions are set and a tasking document produced. This involves developing strategies and the targeting of resources (including partner agencies) into tackling the issue or concern.

The Westbury Area currently has 3 specific matters

OP KARINE. This is pro-active work to look at specific people and address which may be targeted by out of county drug dealers (Country Lines Networks) which seek out low level drug users or vulnerable persons to “cuckoo” their address to operate from for a while. We have done work to identify specific people and addresses that may be vulnerable to this practice, so by pro-actively and regularly visiting them we can offer support and guidance to them, and also monitor the situation. This work remains ongoing, although we do not believe there is a current County Lines group operating in Westbury at this time.

The second matter is Op ARTEMIS - Poaching and Hare Coursing. Rural and remote locations and farms around Warminster and surrounding villages are at risk from Poachers damaging fences and gates to access land to Hare Course and Poach. This sometimes leads to cattle and sheep escaping out onto the roads causing issues for motorists and for the farmers. We are conducting pro-active patrols to reduce this type of crime

The third matter is Theft from Motor Vehicles. We have seen a small increase in the targeting of particularly work vans and vehicles parked up overnight in Westbury and Warminster, and across wider West Wiltshire. They are being broken into and work tools and equipment stolen. It is likely the offenders are using a van sized vehicle themselves to travel around and commit these crimes and using tools to damage locks to gain access. We have been conducting high visibility pro-active patrols of Westbury town to reduce offences and to try to identify potential offenders.

COMMUNITY SPEEDWATCH (CSW)

Every 2 weeks, 4 Community Speedwatch Schemes across West Wiltshire are selected by Leanne Homewood for CPT support (additional targeting, enforcement and patrols) to supplement the CSW team planned sessions. These are included in our weekly tasking document for action and update. All the results from the supplementary speed checks conducted are fed back to the relevant Town and Parish Councils in their individual Police Reports. The current Speedwatch Schemes being supported are as follows;

The current locations selected for supplementary speed checks from 31st Oct to the 14th Nov are:

LOCATION	ACTION REQUIRED
Hilperton, Trowbridge	Marsh Road, near Newleaze (especially school start and finish times)
Hindon, Warminster	High Street area – Anytime
Beanacre, Melksham	30mph section, especially after 1800 hours
Bitham Park, Westbury	30 mph - Especially before 0800 and after 1700

OTHER INFORMATION

West Wiltshire CPT are laying Wreaths and providing a uniform presence at many Remembrance Services and events across West Wiltshire including Westbury.

COMMUNITY MESSAGING

PLEASE SIGN UP! Community messaging to receive regular emails regarding crime updates, crime prevention advice and public appeals specific for your area. - <https://www.wiltsmessaging.co.uk/>

EVENTS

For those looking to organize an even within the community, please have a look at the toolkit available from Wiltshire Council, which gives guidance and advice with regards to most types of events, including information about traffic management and which agencies / departments need to be contacted when applying for various licenses / road closures.

It can be found at <http://www.wiltshire.gov.uk/public-events-toolkit.pdf>.

Please email out Operations Planning team with details;

opsplanning@wiltshire.pnn.police.uk

CONTACT US

Please use 999 in an emergency or crime in progress. Use 101 for all past or non-urgent crimes/incidents and issues or visit Wiltshire Police's new website at;

<https://www.wiltshire.police.uk/>

T.3419 WILTSHIRE COUNCILLORS' REPORTS

None.

It was noted that, although Cllr Hawker is no longer a Westbury Town Councillor, he is still a Wiltshire Councillor and his name was missed off the agenda in error.

T.3420 MINUTES of COMMITTEES. The following minutes were received and noted:

Highways, Planning & Development Committee	-	17.09.2018
Highways, Planning & Development Committee	-	15.10.2018
Policy & Resources Committee	-	01.10.2018
Finance Committee	-	06.09.2018
Finance Committee	-	22.10.2018

T.3421 RECOMMENDATION received from LITMWG dated 11th September 2018

Storage Racking

Recommendation

The LITMWG recommends Town Council approve £230 + VAT for the purchase of storage racks for the garage area at the rear of The Laverton.

RESOLVED: To Approve the above recommendation.

T.3422 RECOMMENDATION received from HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE dated 17th September 2018

Merge Street Scene with Town Improvement and Tourism Working Group

Recommendation

The HP&D Committee recommends that the Street Scene working group be merged into TIG. Any budgets assigned to Street Scene are moved to TIG; members of Street Scene who are not on TIG have the option to join the new working group P.4786 of HP&D Minutes dated 17.9.18 refers.

Town Council to note.

RESOLVED: To Approve the above recommendation.

**T.3423 RECOMMENDATION from POLICY & RESOURCES COMMITTEE dated
1st October 2018
Terms of Reference for Town Council meetings**

Recommendation

Policy & Resources Committee recommend that Town Council adopt the attached Terms of Reference for council meetings. R.1859 of P&R Minutes 1.10.18 refers.

RESOLVED: To Approve the above recommendation.

**T.3424 RECOMMENDATION from POLICY & RESOURCES COMMITTEE dated
1st October 2018**

Subject Access Request Policy

Recommendation

The P&R Committee recommends Town Council approve the Draft Subject Access Request Policy and Appendices.

RESOLVED: To Approve the above recommendation.

**T.3425 RECOMMENDATION received from HIGHWAYS, PLANNING & DEVELOPMENT
COMMITTEE dated 15th October 2018**

Planning Applications 18/09473/WCM & 18/09550/FUL Northacre Renewable Energy

Recommendation

The HP&D Committee recommend that Town Council consider the following planning applications and formulate a response on behalf of Westbury Town Council. The Town Council did not receive notification of these applications until after the HP&D meeting agenda had been distributed and the committee requested these applications be deferred to give members of the public opportunity to respond.

18/09473/WCM Northacre Renewable Energy, Stephenson Road, Northacre Industrial Estate, Westbury, BA13 4WD

Revision of the layout and design of Advanced Thermal Treatment Facility permitted under consent 14/12003/WCM (re-submission following 18/03816/WCM refusal).

RESOLVED: To OBJECT the above application for the reason below:

- The height of the Chimney is obtrusive.
- These plans contradict the Government's National Planning Framework Policy 2 - Environmental aims [e.g. Air quality plan for nitrogen dioxide (NO₂) in UK (2017) which increased traffic will make the air quality worse in an area already suffering from poor air quality: and the 25 year environment plan (DEFRA Feb 2018) which sets out to eliminate all avoidable plastic waste by 2042 - using it for fuel works against this aim)
- Public health risk – there has been no public health assessment undertaken and Wiltshire Council should consider local residents when considering this application.

- Emissions from the site – not all particulates will be collected during the process. We are concerned about the proximity to residential areas and our town. Emissions may conform to current standards but standards regularly change to be more restrictive e.g. there are none for particles PM 1 which will not be filtered. The principle of precaution applies to a site which is close to town centre and whose emissions will regularly cover parts of local residential areas.
- There has been no production of a plume grounding diagram, which we were promised and have still not received.
- Concerns regarding the practicality versus the reality of the production process from the input streams - testing and modelling is based on proper operation. Evidence suggests (e.g. fires caused by extraneous waste) that recycling processes when carried out outside of "laboratory" conditions results in significant amounts of inappropriate material appearing.
- Contrary to Core Policy 42 'Standalone renewable energy installations'. This is a single use site and we do not consider that this is in line with Core Policy 42 as it is not a source of renewable energy.
- Contrary to Core Policy 52 'Landscape'. This development does nothing to protect, conserve or enhance the landscape.
- Contrary to Core Policy 55 '*Air Quality – where development proposals by virtue of nature or location are likely to exacerbate existing areas of poor air quality, will need to demonstrate that measures can be taken to effectively mitigate emission levels in order to protect public health, environmental quality and amenity*'.
- Contrary to Core Policy 57 'Ensuring high quality design and place shaping'. This was previously turned down on the scale of the proposed building. Whilst we note that there has been some reduction in size, this development is still significantly out of scale with its surroundings.
- Contrary to Core Policy 64 (ii) 'traffic management measures'. Increased deliveries to site will result in increased traffic which will have a detrimental impact on local roads and increase pollution within our Air Quality Management Area.
- There has been no pre-planning consultation for this application.
- We feel that it is not acceptable to revert to plans from 2014. Attitudes and approaches recycling have changed significantly over the last 4 years and will continue to impact on the future need for this plant.

**18/09550/FUL Land at Brook Farm adj Northacre Renewable Energy Facility
Stephenson Road Northacre Industrial Park Westbury, BA13 4WD**
Landscaping and screening bund.

RESOLVED: To OBJECT the above application for the reason below:

Object on the grounds of being contrary to Core Policy 57 – Design & Landscaping. This development is out of sympathy with its surroundings and unsuitable for a rural area,

T.3426 **RECOMMENDATION received from HIGHWAYS, PLANNING & DEVELOPMENT
COMMITTEE dates 15th October 2018**

Welcome to Westbury signs

Recommendation

The HP&D Committee recommend Town Council approve £4,700 + VAT for the Street Scene, Town Improvement and Tourism Working Group to progress and purchase new Welcome to Westbury signs. P.4806 of HP&D Minutes 15.10.18 refers.

RESOLVED: To Approve the above recommendation.

T.3427 **RECOMMENDATION received from COMMUNITY FUNDING WORKING GROUP dated 17th October 2018**

Grant – Westbury Festival

Recommendation

The Community Funding Working Group recommends Town Council approve a grant of £10,000 to Westbury Festival for the financial year 2018/19, as currently allowed on the Town Council's budget.

RESOLVED: To Approve the above recommendation. Cllrs who previously declared an interest in this item did not vote.

T.3428 **RECOMMENDATION received from FINANCE COMMITTEE dated 22nd October 2018**

Authorising emergency expenditure

Recommendation

The Finance Committee recommends that Town Council adopt the following change to Financial Regulations. The Financial regulations (4.5) to be amended to state the Clerk to nominate a person to authorise emergency expenditure solely in the absence of the Clerk and to notify the Management team in advance.

RESOLVED: To Approve the above recommendation.

T.3429 **RECOMMENDATION received from FINANCE COMMITTEE dated 22nd October 2018**

Car Parking

Recommendation

The Finance Committee recommends that Westbury Town Council pays Wiltshire Council up to £45,000 per annum for 2 hours public free parking in the town's car parks (High Street, Warminster Road and Westfield House) and that this be included in the draft budget for 2019/20 F.313 of Finance Minutes of 22.10.18 refers.

RESOLVED: To Approve the above recommendation.

T.3430 **RECOMMENDATION received from CCTV WORKING GROUP dated 26th October 2018**

CCTV Camera repairs

Recommendation

That Westbury Town Council authorises an expenditure of £236.40 + VAT to repair camera 31 in Haynes Road and soon as reasonably possible to return our CCTV system to full operation.

RESOLVED: To Approve the above recommendation.

Town Council requested that this be referred to Finance Committee to look at extending the Clerk's powers to avoid the need for such items to need to be brought to full Town Council.

T.3431 **NOTICE of MOTION received from Cllr S Kimmins dated 17th September 2018**

School Grants

That School Grants are applied for and scrutinised by the Community Funding Working Group, in the same way that small grants are managed and processed.

RESOLVED: To Approve the above recommendation.

T.3432 **NOTICE of MOTION received from Cllr I CUNNINGHAM dated 22nd October 2018**

Bath's Class D Clean Air Charging Zone

Town Council are asked to consider the following in response to Bath's Class D Clean Air Charging Zone, for which the closing date for comments is 26th November 2018.

- 1) Forming a task and finish group to provide a response to Bath's Class D Clean Air Charging Zone.
- 2) Calling a public meeting to highlight the issues to the general public.
- 3) Urgently explore ways of working with other towns along the A350 corridor who are likely to suffer significant traffic increases as well as other supportive groups and persons (such as our local MP).
- 4) Asking Wiltshire Council to take urgent action and coordinate responses.

RESOLVED: To Approve the above recommendation with the addition of point 5 below;

- 1) Forming a task and finish group to provide a response to Bath's Class D Clean Air Charging Zone.

The following councillors would like to be included; Cllrs Kettleby, Kimmins, Russ, King, Cunningham & Charles. The Town Clerk will email councillors not in attendance.

- 2) Calling a public meeting to highlight the issues to the general public.
Evening Public meeting to be arranged with Dr Andrew Murrison invited.

- 3) Urgently explore ways of working with other towns along the A350 corridor who are likely to suffer significant traffic increases as well as other supportive groups and persons (such as our local MP).

Other town and parishes will be contacted to attend the meeting.

4) Asking Wiltshire Council to take urgent action and coordinate responses.
The Town Clerk will write to Wiltshire Council.

5) The Clerk to write to the Secretary of State regarding the effect on air Quality Management.
The Clerk will write.

T.3433 NOTICE of MOTION received from Cllr I CUNNINGHAM dated 22nd October 2018

Electric Van

That Westbury Town Council makes significant effort to procure an electric van for our town caretaking function; this should include the possibility of paying a premium over internal combustion-based vans so that the council can decide if it wants to support a more expensive electric alternative.

The clerk should produce recommendations for an all-electric van for the council to consider well ahead of the expiry of our current lease in May. Should such a solution be more expensive than the best traditional offer, a clear explanation of the difference in cost, monthly and over lease life (3 years) should be produce such that the council can “put a price” on an electric alternative.

RESOLVED: To Approve the above recommendation.

T.3434 RECOMMENDATION from the TOWN CLERK dated 26th October 2018

Permanent Appointment of Facilities Assistant

Recommendation

The Town Clerk would like to recommend that Westbury Town Council appoint Norman Burgess as Facilities Assistant permanently following the successful completion of his six months' probationary period.

RESOLVED: To Approve the above recommendation.

T.3435 NOTICE of MOTION received from Cllr I CUNNINGHAM dated 26th October 2018

Community Fridge

That Westbury Town Council

1. Puts aside up to £500 for the purchase of a community fridge to be installed at Crosspoint in the market place.
2. The council is prepared to share this cost with Westbury Area board – or withdraw from financial contribution should the area board wish to be the sole purchaser
3. The council join HUBBUB which is an organisation that advises on management of fridges. <https://www.hubbub.org.uk/the-community-fridge>
4. The council asks that a volunteer group runs the fridge (Radek Evans who is involved in the Frome fridge has volunteered to do this. There are already people who want to carry out this function who have expressed interest in volunteering)
5. The council requires reports from the group on management and usage. Initially at the end of the 1st month but eventually every 2 months. [To go to P&R to note]

6. The council will support other small incidental expenses involved with the setup
7. The council promotes the fridge through its website, social media and considers an announcement as part of the Christmas celebrations

RESOLVED: To Approve the above recommendation with the following amendment to item 4 above. It needs to be made very clear that Westbury Town Council is not responsible for this project as it is a community project. Cllrs who previously declared an interest in this item did not vote.

T.3436 RECOMMENDATION from the TOWN CLERK dated 29th October 2018

Grant finder alerts

Recommendation

That Town Council consider paying £15 pa for membership of a daily grant finder alert with Grinn, to alert town council staff of grants available which may help to fund future projects and events.

RESOLVED: To Approve the above recommendation.

T.3437 RECOMMENDATION from the TOWN CLERK dated 30th October 2018

Move to Sharepoint – Temporary Staff Member

Recommendation

That Town Council agree to use the 2018-19 underspend (£15,000) to hire a temporary member of staff to move the council's electronic files to SharePoint (cloud), create associated libraries and train staff in the use of the SharePoint and libraries.

RESOLVED: To Approve the above recommendation with the following amendment – that the underspend of £15,000 be carried forward to 2019/20 to allow more time to complete this project.

T.3438 COUNCILLOR VACANCY

To RESOLVE TO CO-OPT to fill the casual vacancy that has arisen from the resignation of Cllr Hawker. As no candidates have come forward for election, under the Power of the Representation of the People Act 1985 (S21a), with a view to interview candidates at Town Council meeting in January 2019.

RESOLVED: To Approve the above recommendation however it was noted that the wording above stating “no candidates have come forward for election” should have said “there has been no request received to hold an election”.

T.3439 LAVERTON INSTITUTE ACCOUNTS 2017/18 (final)

Finance Committee would like Town Council to approve the Laverton Annual Report & Statement of Accounts for the year ended March 2018.

To RESOLVE to ACCEPT.

RESOLVED: To Approve the above recommendation.

T.3440 NOTICE OF CONCLUSION OF AUDIT FOR THE PERIOD ENDING 31ST MARCH 2018

Finance Committee would like Town Council to approve the Conclusion of Audit for the period ending 31st March 2018. The Committee would also like it noted there have been no recommendations made by the external auditor and no requests to view our accounts received from members of the public.

To RESOLVE to ACCEPT.

RESOLVED: To Approve the above recommendation.

T.3441 RECEIPT OF PRECEPT FROM WILTSHIRE COUNCIL

Town Council to note the receipt of £314,776 from Wiltshire Council as payment 2 of 2 in relation to precept 2018/19.

To note only.

NOTED

T.3442 COUNCIL TAX SETTING PROGRAMME 2019/20

Town Council to note the attached Council Tax setting time table 2019/20 (and summary), and Council Tax Referendum Principles 2019/20 both received from Wiltshire Council.

Finance Committee would like Town Council to note that the Clerk is currently working with our Accountant to agree a draft budget which will be forwarded to Finance Committee in December and then onto Town Council for adoption in January 2019.

To note only.

NOTED

T.3443 SALARY SCALES

Town Council to note the attached salary scales effective as part of the Local Government Pay Award for 2018 & 2019 and the revised pay spine from April 2019.

To note only

NOTED

T.3444 RESIGNATION from EVENTS WORKING GROUP

Town Council to note that Cllr Jane Russ has resigned from the Events Working Group.

To note only

NOTED

Standing Orders suspended in line with Standing Order item 8

RESOLVED to SUSPEND STANDING ORDERS to complete agenda item 38 relating to Budget Bids

T.3445 BUDGET BIDS

Town Council to consider and approve the following budget bids:

1. The HP&D Committee would like to submit a budget bid for up to £872 to purchase small equipment as detailed in the attached for use by the Town Caretaker & Facilities Assistant. **Resolved to approve.**
2. The Finance Committee would like to submit a budget bid on behalf of the Business Plan Working for £4000 for support, promotion & marketing of Business Plan. **Resolved to approve.**
3. The Finance Committee would like to submit a budget bid on behalf the Community Funding Working Group to increase the annual community grants budget to £14,000 and to set aside £300 annually to host the grants awards evening). **Resolved to approve.**
4. The Finance Committee & Policy & Resources Committee both ask Town Council to consider making a provision in the 2019/20 budget to cover the cost of possible future elections. The Committees suggest £6,000 per annum to be set aside in the budget. **Resolved to approve.**
5. The Finance Committee would like to submit a budget bid on behalf of the Neighbourhood Plan Sub-Committee for £10,000 for the continued development of the Neighbourhood Plan. **Resolved to approve.**

RESOLVED: To Approve the above budget bids.

RESOLVED to RETURN TO STANDING ORDERS

It was RESOLVED to SUSPEND THE MEETING at 10.35pm. All outstanding agenda items will be carried over to the next agenda.

22.35 pm

**Signed on behalf of the meeting
This XXXXXXX**

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Chairman