

WESTBURY TOWN COUNCIL

At a MEETING of the POLICY & RESOURCES COMMITTEE held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY 3rd DECEMBER 2018 at 7.00pm.

PRESENT: Cllrs W Jones (Chairman) I Cunningham, M Kettleby, M Sutton, J Russ, S Kimmins

Staff: Mrs D Urch & Mrs S Barker

R.1867 PUBLIC FORUM – None present.

R.1868 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE

Cllr J Charles – Personal

Cllr G King - Personal

R.1869 DECLARATION OF INTEREST and DISPENSATIONS

None.

R.1870 MINUTES

The Minutes of the P&R Committee Meeting held on the 1st October 2018 were confirmed and signed by the Chairman.

R.1871 MATTERS ARISING FROM THESE MINUTES (if any). Note: no new decisions can be taken

None.

R.1872 Members' matters arising from these previous Minutes

None.

R.1873 WILTSHIRE COUNCILLORS' REPORTS

None present

R.1874 CHAIRMAN'S COMMUNICATIONS

- Wiltshire Electoral review
- Royal Mail – Westbury delivery complaint

Noted

R.1875 NOTICE OF MOTION received from CLLR M SUTTON dated 4th September 2018

Terms of Reference for Events Working Group

Recommendation

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

AMENDED – To arrange for an Extraordinary Town Council meeting to discuss this recommendation only, to be held after the next planned Town Council meeting on the 7th January 2019.

R.1876 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 50A)

RESOLVED: To APPROVE the above recommendation

R.1877 RECOMMENDATION received from TOWN IMPROVEMENT/STREETSCENE WORKING GROUP dated 12th November 2018

New Contact sheet

Recommendation

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

RESOLVED: To APPROVE the above recommendation

R.1878 received from DELEGATION of SERVICES Working Group dated 14th November 2018

Budget Bid

Recommendation

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

AMENDED – To hold off any radical enhanced services until 2020 when Wiltshire Council confirm the delegated services. The Clerk reported the EMR 372, the 2018/19 budget that will be moved to EMR 372 and the £20,000 for 2019/20 recommended to Finance Committee would be adequate at this time.

In the meantime, if a project is identified as urgent, it could then go TIG/Streetscene Working Group for consideration

R.1879 RECOMMENDATION received from DELEGATION of SERVICES Working Group dated 14th November 2018

Westbury Leigh Car Park Management agreement

Recommendation

To approve the attached Management agreement from Wiltshire Council relating to Westbury Leigh Car Park

RESOLVED: To APPROVE the above recommendation

R.1880 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**
- **Car Usage Policy**
- **Complaints Policy**

RESOLVED: To APPROVE the above recommendation and forward to Town Council for adoption

R.1881 NOTICE OF MOTION received from CLLR W JONES dated 22nd November 2018 (Finance Minute Ref F.311)

Outsourcing of Major events

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

AMENDED – See Minute Ref – R.1875 above

R.1882 NOTICE OF MOTION from Cllr I CUNNINGHAM dated 26th November 2018

Spending on Cycling and Walking paths

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

RESOLVED: To APPROVE the above recommendation

R.1883 NOTICE OF MOTION from CLLR I CUNNINGHAM dated 26th November 2018

Cycle rack

Recommendation

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

RESOLVED: To APPROVE the above recommendation

R.1884 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

RESOLVED: Committee completed the consultation and the Town Clerk will return to Wiltshire Council by the deadline

R.1885 The Policy and Resources Committee to consider the announcement of the closure the Westbury branch of Lloyds Bank

- **Town Clerk has recently spoken to the Post Office to inform them that Lloyds is closing to make them aware that opening a new Post Office is a priority**
- **Town Clerk to check with Post Office that 2 counters will have a bank clearing service when open, as Westbury will not have this service available**
- **Town Clerk to write to Lloyds Bank – ask them to re-consider the closure of the branch and to undertake a marketing campaign for new accounts. Consider the inclusion of a Post Office**

R.1886 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**
- **SPLITZ Support Service**
- **Request from United Reformed Church that if we install another defibrillator to look at the possibility of sighting it near their Church. This will be passed to TIG.**
- **Town clock is to be repaired Tuesday, 18th December 2018 and the clock face will be turned to face the High Street**
- **The listed telephone box in the Market Place has been vandalised and two panes of glass were broken**

R.1887 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

Town Clerk attended a SLCC seminar recently and noted that Westbury is well prepared compared to other towns. The Clerk reported the following guidance from the SLCC lawyer when a Councillor uses the Town Council login/device they are covered under the Town Council registration with the ICO providing they use the login/device for council business.

However, Councillors without a Town Council Login/device should be registered with the ICO as a data processor.

Noted

R.1888 BUDGET BIDS

- **Delegation of Services (R.1878 above refers)**

Standing Orders 2018

Financial Regulations 2018

Terms of Reference October 2018

20.10pm hrs

**Signed on behalf of the Meeting
this day 4th December 2018**

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Chairman

DRAFT