



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 4th February 2019** 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

29th January 2019

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 link](#)

To approve as a correct record, the Minutes of the Policy & Resources Committee Meeting held on the 3rd December 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.1882	Spending on cycling and walking paths	Town Clerk to write Parvis Khansari at Wiltshire Council requesting answers to agreed questions	Town Clerk has written to Parvis Khansari to try and understand the plans for spending on cycling and walking in Westbury given our resolved air quality concerns. Still waiting for a reply
R.1885	Closure of Lloyds bank	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.	Town Clerk has done this and received an email reply on 6/12/18. This has been referred to the retail department and the Clerk will continue to chase.

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

**7. RECOMMENDATION from the CCTV TASK and FINISH WORKING GROUP dated 20th DECEMBER 2019 [see link](#)
CCTV**

Recommendation

1. Town Council discontinue the current contracts when they expire.
2. Town council to decide if it wishes to investigate other more cost effective and modern means of surveillance

CCTV Police Report – [see link](#)

8. RECOMMENDATIONS from the Operational & Organisational Working Group dated 18th JANUARY 2019

To consider the new draft Guidance Paper – Chairing Meetings and recommend to Town Council for adoption.

- Guidance Paper – [see link](#)

9. RECOMMENDATION from POLICY and RESOURCES COMMITTEE dated 21st JANUARY 2019 [see link](#) CYCLE RACK

Recommendation

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

10. RECOMMENDATION from the TOWN CLERK dated 24th JANUARY 2019 Children’s Centre Rationalisation – Wiltshire Council consultation on new proposals to build on successful community model children’s centre services

The Policy & Resources to agree a response to Wiltshire Council. This consultation will close on 20th March 2019.

see link –

<https://surveys.wiltshire.gov.uk/snapwebhost/s.asp?k=154653436357>

11. CLLR JANET PARKER WOULD LIKE TO BE ON THE COMMITTEE FOR THE MEETINGS BELOW:-

- Finance Committee
- Neighbourhood Planning Steering Group

To Note only

12. RECOMMENDATIONS from the TOWN CLERK dated 24th JANUARY 2019

Policies

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

- Lone Working Policy - [see link](#)
- Equalities and Inclusion Policy - [see link](#)
- Gifts and Hospitality Policy - [see link](#)

**13. MOTION from CLLR W JONES dated 25th January 2019
REMEMBRANCE DAY [see link](#)**

Recommendation

A task and finish group to be set up to review the format, content and delivery of the annual town Remembrance Day commemoration service, ensuring that other interested parties, e.g. RBL, are invited to participate in the T & F group

14. RECOMMENDATIONS from the Operational & Organisational Working Group dated 29th JANUARY 2019

To consider the new draft Communication & Media policy and recommend to Town Council for adoption.

- Communication & Media Policy – [see link](#)

15. CLERK'S CORRESPONDENCE

- Thank you letter from Carer Support Wiltshire for their grant - [see link](#)
- Thank you letter from Westbury Festival for their grant - [see link](#)
- Town clerk attended the SLCC Regional Training Seminar on the 28th November 2018.

Modules covered were –

- Positive psychology
- Employing volunteers
- GDPR
- Coming financial changes
- Thinking outside the box

- Briefing note 375 – Polling District and Polling Place review – [see link](#)

16. GDPR

No updates

17. BUDGET BIDS – None

Standing orders 2018 - [See link](#)

Financial Regulations 2018 - [See link](#)

Terms of Reference 2018 - [See link](#)