



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 **WESTBURY TOWN COUNCIL** to be held at 7pm on **MONDAY 4TH MARCH 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
26.2.19

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

The Reflection

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

To approve as a correct record, the Minutes of the Town Council Meeting held on the 7th January 2019 ([Click link](#)), and the Extraordinary Town Council meetings held on 28th January 2019 ([Click link](#)) and 18th February 2019 ([Click link](#)), copies of these Minutes have been circulated to each Member and in accordance with Standing Order No. 33(d) may be taken as read.

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
T.3379	New Bins	<ul style="list-style-type: none">• Grassacres (replacement)• Black Horse Lane (replacement)• Slag Lane/Frogmore Road (replacement)• Westbury Junior School (new)	New bins have arrived and awaiting fixing. Wiltshire Council have confirmed Black Horse Lane and Slag Lane will be emptied. Westbury Junior School have confirmed that they will empty their new bin. Grassacres bin will be installed in early March
T.3389	Westbury Leigh Car Park	The Policy & Resources Committee recommend to Town Council that Westbury Leigh is retained as a free car park when the Town Council agrees the terms of the transfer and lease with Wiltshire Council.	Draft Licence and Management Agreement approved. Now pending response from Wiltshire Council – chased again on 7.2.19
T.3426	Welcome to Westbury Signs	To purchase new Welcome to Westbury signs.	Pending new logo
T.3433 & T.3489	Electric Van	That Westbury Town Council makes significant effort to procure an electric van for our town caretaking function and approve additional £1795.44 required during the first year	Approved and additional funding agreed – contract pending
T.3448	IT/Telephony Contract	That Westbury Town Council consider quoted from companies A, B & C and appoint a new IT/Telephony supplier	Company A appointed – contracts pending
T.3490	Special Schools Consultation	That Westbury Town Council submit a written response	Response submitted – (Click link).

4. POLICE REPORT ([Click link](#))

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. MINUTES of COMMITTEES. To receive and note Minutes and recommendations of the following Committees: -

- | | | |
|--|----------|------------------------------|
| a) Finance Committee | 11.02.19 | (Click link) |
| b) Highways, Planning & Development Committee | 14.01.19 | (Click link) |
| c) Ex Highways, Planning & Development Committee | 13.02.19 | (Click link) |
| d) Highways, Planning & Development Committee | 18.02.19 | (Click link) |
| e) Policy & Resources Committee | 04.02.19 | (Click link) |

7. TO RECEIVE NOMINATIONS FOR MAYOR FOR THE ENSUING YEAR

8. TO RECEIVE NOMINATIONS FOR DEPUTY MAYOR FOR THE ENSUING YEAR

9. RECOMMENDATION received from NEIGHBOURHOOD PLAN STEERING GROUP dated 15th January 2019

Terms of Reference

Recommendation

The Neighbourhood Plan Steering Group recommends Town Council adopt the attached Terms of Reference [\(Click Link\)](#)

10. RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 4th February 2019

Policies

Recommendation

Town Council to adopt the following amended policies:

- a) Equality & Inclusion Policy [\(Click link\)](#)
- b) Gifts & Hospitality Policy [\(Click link\)](#)
- c) Lone Working Policy [\(Click link\)](#)

11. RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 4th February 2019

Communications & Media Policy

Recommendation

The Policy & Resources Committee recommends Town Council adopt the attached Communications & Media Policy [\(Click link\)](#)

12. RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 4th February 2019

Guidance Paper – Chaining Meetings

Recommendation

The Policy & Resources Committee recommends Town Council adopt the attached Guidance Paper – Charing Meetings ([Click link](#)).

13. MOTION received from Cllr I CUNNINGHAM dated 26th February 2019

Draft Grant Aid Policy

MOTION

That Town Council adopt the attached Draft Grant Aid Policy. This policy has been revised and now also includes guidance for schools applying for grants ([Click link](#))

14. COMMUNICATIONS BY TOWN MAYOR

15. CLERK'S CORRESPONDENCE

- a) **Bath Clean Air Zone** - Response received from Department of Environment Food & Rural Affairs ([Click link](#)).
- b) **Notice of Councillor Vacancy** – The current councillor vacancy was published on our notice boards on Friday 8th February 2019 and closes on Thursday 28th February 2019.

16. POST OFFICE OPENING & ONLINE SURVEY

Westbury Post Office will re-open on Friday 15th March 2019 at its new location in Martin McColls Store, 30 High Street Westbury and will be known as High Street Post Office.

Further information and a link to an online survey (closing date 8th March 2019) can be found following this link [New High Street Post Office](#)

17. ELECTORAL REVIEW OF WILTSHIRE COUNCIL

The Local Government Boundary Commission for England has announced its proposals for 98 electoral divisions across Wiltshire to apply from the next unitary elections in May 2021.

The Commission received submissions from Wiltshire Council, many town and parish councils and other interested individuals in developing its proposals and has now launched a further consultation to receive comments regarding its proposals, which will run from 5 February – 15 April 2019.

This will be the final opportunity for any parties to comment upon the proposals. – ([Click link](#))

18. VARIENCE TO PREMISES LICENCE – Westbury Conservative Club

The Licensing Authority have received an application from Westbury Conservative Club Ltd to vary the premises license at Westbury Conservative Club, Ferndale House, Alfred Street, Westbury, BA13 3DY ([Click link](#)). If Town Council wished to make any representation for or against the application must be submitted in writing to the licensing authority by 20th March 2019.

19. REPRESENTATIVES OF THE COUNCIL ON OTHER BODIES – To view feedback to council by each representative, see report here ([Click link](#)):

68 (Westbury Sqn ATC	Cllr King – No report received
BA13 Community Partnership	Cllr Cunningham & King – No report received
Community Area Transport Group (CATG)	Cllr S Hendry – No report received
Elbag Twinning Association	Cllr M Sutton – (Click link)
Warminster & Westbury CCTV Committee	Cllr S Kimmins - (Click link)

Westbury Area Board	Cllrs Cunningham & King – No report received
Westbury District Twinning Association	Cllr Sutton - (Click link)
Westbury Heritage Society	Cllr B Pyne - (Click link)
Westbury (Wilts) Welfare of the Elderly	Cllr N Pyne – No report received
Wiltshire Association of Local Councils	Cllr I Cunningham – No report required
Wiltshire Council Rights-of-Way	Cllrs Hendry & King – No Report Received
Northacre – Hills Liaison Group	Cllr N Pyne

20. THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP. Report by Cllr M Sutton [\(Click link\)](#).

21. BUDGET BIDS

None.

22. EAR MARKED RESERVE REPORT

To note [\(Click link\)](#).

23. BUDGET REPORT

To note the report attached to 31.1.2019 [\(Click link\)](#).

24. RECEIVE ASSET INVENTORY REPORT.

To receive and confirm asset inventory report as correct record [\(Click link\)](#).

25. LOCAL COUNCIL RISK SYSTEM.

The summary of all risk assessments that have been carried out and monitored by the council are enclosed for review. Members to adopt and confirm the plan. (Updated version to follow)

To resolve that, in view of the confidential nature of the business about to be transacted, the public and press be temporarily excluded and instructed to withdraw.

STAFFING MATTERS

26. RECOMMENDATION received from the TOWN CLERK dated 21st February 2019

Staffing matters

To resolve to return to open Council.

Documents for reference:

Standing Orders 2018 [\(Click link\)](#)

Financial Regulations 2018 [\(Click link\)](#)

Terms of Reference Oct 2018 [\(Click link\)](#)