

28th February 2012

YOU ARE HEREBY SUMMONED to attend a MEETING of WESTBURY TOWN COUNCIL to be held at THE LAVERTON, BRATTON ROAD, WESTBURY on MONDAY, 5th MARCH 2012 at 7.00 pm.

Yours faithfully

Town Clerk

Public Forum

Register between 6.50 pm – 7.00 pm
Maximum input per person – Strictly 5 minutes
Forum not to exceed 30 minutes

**Petitions/Depositions to be lodged with the Town Clerk
at least five working days prior to the Meeting.**

A G E N D A
Prayers

- 1. TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.**
- 2. DECLARATIONS OF INTEREST (if any) AND REASONS.** (Members must be diligent regarding their interests.)
- 3. MINUTES.** To approve as a correct record the Minutes of the Town Council Meeting held on the 9th January 2012; copies of these Minutes have been circulated to each Member and in accordance with Standing Order No. 13(a) 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.

- 5. POLICE REPORT.**
- 6. GREAT WESTERN HOSPITAL NHS FOUNDATION TRUST –** Presentation by Claire Litchfield, Governance Officer for Great Western Hospitals NHS Foundation Trust to talk about the Trust and receive local feedback. (See attached.)

7. **WILTSHIRE COUNCILLORS' REPORTS.** Members wishing to ask questions of Wiltshire Councillors are requested to give prior notice to Wiltshire Cllrs M Cuthbert-Murray, R Hawker and D Jenkins, or to the Clerk for onward transmission.
8. **MINUTES of COMMITTEES.** To receive and consider Minutes and recommendations of the following Committees:-

Highways, Planning & Development Committee	-	09.01.2012
Highways, Planning & Development Committee	-	16.01.2012
Highways, Planning & Development Committee	-	20.02.2012
General Purposes Committee	-	06.02.2012
9. **MATTERS ARISING FROM THESE MINUTES** (if any). **Note: no new decisions can be taken.**
10. **TO RECEIVE NOMINATIONS FOR MAYOR FOR THE ENSUING YEAR.**
11. **TO RECEIVE NOMINATIONS FOR DEPUTY MAYOR FOR THE ENSUING YEAR.**
12. **NOTICE OF MOTION received from Cllr Mrs S Ezra on 17th February 2012.**
 The Primary Care Centre is expected to be open at the end of August 2012. There has been many concerns raised about access to the new medical centre and an amended bus route would help the community, so four new bus stops at the cost of £2,500.00 each are required. The Community Area Transport Group has already committed £1,468.00 plus £5,000.00 from the Area Board (agreed 16.02.2012). I therefore propose a grant from Westbury Town Council's Capital Project 2012-2013 of £3,532.00 to complete the project.
13. **NOTICE OF MOTION received from Cllr R Hawker on 25th February 2012.**
 Westbury needs an A350 bypass as soon as possible, not least because heavy traffic flows along the A350 are expected to continue to grow for a wide range of reasons. Westbury Town Council calls on Wiltshire Council, Wiltshire Strategic Economic Partnership and all other relevant stakeholders, without further delay, to restart substantive and meaningful discussions and relevant technical work to identify an appropriate and practical route for, and to properly and diligently plan for the implementation of, an A350 Westbury Bypass that will both remove long distance traffic from the town and help to improve journey times along the local A350 corridor, on the basis that by the time the necessary research and planning stages are substantially completed government or other suitable funding is more likely to be available again.
14. **PRESENTATION ON THE NEW TOWN COUNCIL WEBSITE – Progress to date.** Cllr D Windess to report.
15. **CODE OF CONDUCT COMPLAINTS. WC-34/11, WC-36/11 and WC-37/11.**
 Report by Cllr S Andrews.
16. **DELEGATION OF SERVICES – GRASSACRES PARK/QUEEN ELIZABETH II FIELD.** The Clerk to report.

17. CLERK'S CORRESPONDENCE/MATTERS:

- a. Small Grants 2011-2012** - Letters of thanks received from:
Arts, Crafts and a Chat Group
Help Counselling Services
Vitalise
Westbury & District Link Scheme
Westbury & District U3A
West Wilts Youth Sailing Association
- b. Grants for School Projects 2011-2012.** Thank you letter from Westbury Infants School.

18. THE LAVERTON INSTITUTE TRUST MANAGEMENT COMMITTEE.
Cllr R Hawker.

19. CAR PARKS WORKING GROUP. Cllr W Braid.

20. COMMUNICATIONS BY THE TOWN MAYOR. To receive such communications as the Town Mayor may wish to lay before the Council.

21. ACCOUNTS:

- a. Payment of Accounts.** To approve the list of payments made since the last Meeting or to be made and to confirm the action of the Chairman and one other Member in signing the necessary orders for payment, Business Pass Cash/Visa Cards (if any) transactions, and staff remunerations:-

6 th February 2012	-	£27,454.17
5 th March 2012	-	As presented

- b. Direct Debit.** To approve the payment of Westbury Town Council Office council tax by direct debit as from 1st April 2012.
- c. Laverton Phase II Refurbishment.** Following Town Council approval of additional expenditure on redecoration of the Bar and William Room and provision of safe access to the Laverton Hall loft space (T.2567 and T.2568), to approve the following movements within the Town Council accounts for 2011-2012:

Transfers from Ear Marked Reserves to Council Capital Projects

EMR Laverton Hall maintenance	£2,440.00
EMR Laverton Hall improvements	£1,459.00

Virement from The Laverton Institute budget to Council Capital Projects

Laverton Repairs & Maintenance	£1,700.00
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22. **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.**

23. **STAFFING MATTERS.**

- a. **NOTICE OF MOTION received from the Laverton Institute Trust Management Committee on 15th February 2012.** To authorise the clerk to recruit and appoint a Laverton Premises Assistant for 10 – 15 hours per week at a pay rate between NJC pay scales of SCP 10 – 11 on a pro rata basis.

This recommendation from LITMC follows approval of the necessary budget, which is based on £7.50 per hour, for this purpose at both the Finance Committee meeting on 13th December 2011 and the Full Town Council meeting on 9th January 2012. Job Description approved by LITMC attached.

Cllr Hawker, LITMC Chairman to present this item.

- b. **RETIREMENT OF MRS D MANSELL, PART-TIME CLERK/RECEPTIONIST.** To approve the replacement for Mrs Diana Mansell, who retires at the end of July. The role will be increased from 16 to 20 hours per week, and paid as per NJC pay scale SCP 13-15 on a pro rata basis.

c. **STAFF SALARIES 2012-2013**

K Harvey	-	LC SCP36
Mrs B A Mantle	-	LC SCP30
Mrs D K Mansell	-	LC SCP21
Mrs A McCann	-	LC SCP16
Ms S How	-	LC SCP22
Mrs B David	-	LC SCP10

(The above scales have been verified.)

24. **NOTICE OF MOTION received from Cllr D Windess, Chairman, Website Working Group, on 24th February 2012.** Approval was given by Town Council (T.2551) to accept the quotation of £3,600.00 submitted by Burfield Creative to design and develop a content management system for the replacement Town Council website. Currently, there is an overspend of £2,080.00 on the Town Council Website budget, with an outstanding invoice from Burfield Creative of £1,800.00, and as no budgetary provision was made in advance of authorising this project, and in order to fund these costs, the following proposals are submitted for approval:

Transfer £2,120.00 from EMR Media	£2,120.00
Fund from Capital Projects budget	<u>£1,760.00</u>
	£3,880.00

Additional costs have been incurred for research and changing the Town Council's website address from .co.uk to .gov.uk.

25. **To resolve to return to open council.**

- 22. 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.**
- 23. STAFFING MATTERS.**
- 24. NOTICE OF MOTION received from Cllr D Windess, Chairman, Website Working Group, on 24th February 2012.**
- 25. To resolve to return to open council.**

