

1st May 2012

YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL MEETING OF WESTBURY TOWN COUNCIL TO BE HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY, ON WEDNESDAY 9th MAY 2012 AT 7:00pm.

Town Clerk

PRAYERS

Public Forum

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

A G E N D A

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

- 1. TO ELECT THE CHAIRMAN (TOWN MAYOR) FOR THE ENSUING YEAR, AND RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE.**
- 2. THE APPOINTMENT OF THE TOWN MAYOR'S DEPUTY.**
- 3. THANKS TO THE RETIRING TOWN MAYOR.**
- 4. TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.**
- 5. DECLARATIONS OF INTEREST (if any) AND REASONS.** (Members must be diligent regarding their interests.)
- 6. POLICE REPORT.**
- 7. WILTSHIRE COUNCILLORS' REPORT.** Members wishing to ask questions of the Wiltshire Councillors are requested to give prior notice to the Clerk for onward transmission.
- 8. COMMUNICATIONS BY INCOMING TOWN MAYOR.** To receive such communications as the Town Mayor may wish to lay before the Council.

9. **MINUTES.** To approve as a correct record the Minutes of the Town Council Meetings held on the 5th March 2012, copies of these Minutes have been circulated to each Member and in accordance with Standing Order No.13 may be taken as read (already circulated).

10. **MATTERS ARISING: Note: no new decisions can be taken.**

Delegation of Services – Grassacres Park/Queen Elizabeth II Field (T.2614).
Clerk to report.

Members’ matters arising from these previous Minutes.

11. **APPOINTMENT OF COMMITTEES.** To appoint Members to serve on Committees for the ensuing year. The present Membership is as follows:-

General Purposes Committee:

Town Mayor and Town Mayors Deputy (ex officio) and Cllrs Stephen Andrews, Mike Cuthbert-Murray, G King, Stephen Miles, and David Tout. (two vacancies.)

Highways, Planning & Development Committee:

Town Mayor and Town Mayors Deputy (ex officio) and Cllrs Bill Braid, Mrs Sue Ezra, Russell Hawker, David Jenkins, Mrs C Mitchell, Francis Morland, Mrs Derry O’Hara, C Pope and D Windess.

Finance Committee:

Town Mayor and Town Mayors Deputy (ex officio) and Cllrs S Andrews, Mrs S Ezra, D Jenkins, S Miles and Mrs D O’Hara. (one vacancy – GP Committee member – to be agreed on 06.06.12).

12. **PLACES, DATES AND TIMES OF MEETINGS.** To consider and confirm that the dates and times of Meetings should be:

2012

21 st May	Highways, Planning & Development Committee
6 th June (Wed)	General Purposes Committee.
11 th June	Finance Committee
18 th June	Highways, Planning & Development Committee.
2 nd July	Town Council.
16 th July	Highways, Planning & Development Committee.
6 th August	General Purposes Committee.
20 th August	Highways, Planning & Development Committee.
3 rd September	Town Council.
10 th September	Finance Committee
17 th September	Highways, Planning & Development Committee.
1 st October	General Purposes Committee.
15 th October	Highways, Planning & Development Committee.
5 th November	Town Council.
19 th November	Highways, Planning & Development Committee.
3 rd December	General Purposes Committee.
10 th December	Finance Committee

17 th December <u>2013</u>	Highways, Planning & Development Committee.
7 th January	Town Council.
21 st January	Highways, Planning & Development Committee.
4 th February	General Purposes Committee.
18 th February	Highways, Planning & Development Committee.
4 th March	Town Council.
11 th March	Finance Committee
18 th March	Highways, Planning & Development Committee.
2 nd April (Tues)	General Purposes Committee.
15 th April	Highways, Planning & Development Committee.
29 th April	Annual Town Meeting.
13 th May	Annual Town Council Meeting.

*Meetings are held at The Laverton, Bratton Road, Westbury and start at 7:00pm
(unless stated otherwise)*

- 13. APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES.** To appoint representatives to the following bodies. The present representatives are shown below.

68 (Westbury) Squadron ATC: Cllr S Miles
Army Liaison Committee: Cllr Charles Pope
BA13 Community Partnership: Cllrs Stephen Andrews and D Windess
Elblag Twinning Association: Cllr Russell Hawker
Leigh Park Community Association: Cllr Bill Braid
Leighton Sports Association: Cllr Mike Cuthbert-Murray
Police Liaison Committee: Cllrs David Windess and W Braid
Warminster & Westbury CCTV Committees: Cllrs Sue Ezra and Dave Tout
Westbury Amateur Swimming Association: Cllr Derry O'Hara
Westbury Area Board: Cllrs Stephen Andrews and Sue Ezra
Westbury Chamber of Commerce, Trade & Industry: Cllr Sue Ezra
Westbury District Twinning Association: Cllr Stephen Miles
Westbury Heritage Society: Cllr Russell Hawker
Westbury (Wilts) Welfare of the Elderly Association: Cllrs Christine Mitchell and Sue Ezra (Vacancy).
Westbury Youth Service Committee: Cllrs Sue Ezra and Russell Hawker.
West Wilts Rail Users Group: Cllrs Mike Cuthbert-Murray and David Tout
Wiltshire Association of Local Councils: Keith Harvey, Town Clerk
Wiltshire Council Rights-of-Way Contact: Keith Harvey, Town Clerk. Cllr Dave Tout deputises in the Clerk's absence.

- 14. WORKING GROUPS: To review membership if appropriate.**

The present representatives are shown below:

Car Parks Working Group – Cllrs Bill Braid, Sue Ezra, Russell Hawker, Christine Mitchell and David Tout.
CCTV Working Group – Cllrs Sue Ezra, Russell Hawker and Dave Tout (Vacancy).
 Co-opted members: West Wilts Trading Estate (2), Westbury Chamber of Commerce, Police, Warminster CCTV Control Room Supervisor

Christmas in Westbury Working Group (to include Xmas Lights) – Cllrs Mike Cuthbert-Murray, Sue Ezra, Christine Mitchell and Dave Tout, and Keith Harvey. Co-opted Members: Stephen Baggs (Community Outreach Officer - White Horse Team) Westbury Churches Together, Westbury Library, Westbury Chamber of Commerce, Westbury Police, Lions of Westbury, All Saints Church Christmas Tree Festival, Matravers School, Westbury Primary Schools, Westbury Heritage Centre, Ron Norris (Wheeler's (Westbury) Ltd) and Leighton Sports Centre.

Delegation of Services Working Group – Cllrs Stephen Andrews, Stephen Miles and David Tout. (Vacancy)

The Laverton Institute Trust Management Committee - Cllrs Bill Braid, Sue Ezra, Russell Hawker, Stephen Miles, Derry O'Hara and Charles Pope.

Flood Relief Working Group – Cllrs Stephen Miles, Charles Pope and Dave Tout. (Vacancy.)

Health Working Group – Cllrs Russell Hawker, Stephen Miles, Derry O'Hara and David Tout. (Two vacancies)

Leisure Facilities Working Group – Cllrs Sue Ezra, David Jenkins, Derry O'Hara and David Tout. (Vacancy)

Play Areas Working Group - Cllrs Bill Braid Sue Ezra, Christine Mitchell and Derry O'Hara.

Queens Diamond Jubilee Working Group – Cllr Mike Cuthbert-Murray, Sue Ezra, Christine Mitchell and Dave Tout. Co-opted members: Revd Jonathan Burke, Lions of Westbury.

Street Furniture Working Group – Cllrs Bill Braid, Sue Ezra, David Jenkins, Derry O'Hara and David Tout.

Town Centre Viability Group – Cllrs Bill Braid, Mike Cuthbert-Murray, Sue Ezra, Russell Hawker and Christine Mitchell. (Vacancy)

Website Working Group. Cllr Mike Cuthbert-Murray, Sue Ezra, Stephen Miles, Charles Pope and Dave Windess.

Westbury Tourism Group – Cllrs Sue Ezra, Russell Hawker and Dave Tout. (Vacancy) Co-opted members: Westbury Chamber of Commerce, Westbury Heritage Society, Westbury Community Area Manager and Wiltshire Council Archivist.

15. **MINUTES OF COMMITTEES.** To receive and consider Minutes and recommendations of the following Committees:-

Finance Committee	-	12.03.12
Highways, Planning & Development Committee	-	19.03.12
Highways, Planning & Development Committee	-	16.04.12
General Purposes Committee	-	02.04.12

16. **MATTERS ARISING (if any).**

17. **NOTICE OF MOTION** received from Cllr W D Tout on 10th April 2012.

Council Structure. Should a Council look at its Structure periodically or once during its electoral term? When did Westbury Town Council last look at its Structure? Looking at your Structure and or Performance does not mean wholesale change or change for change sake. Checking and or revising your Structure and Performance asks the question, can YOU as Councillors, Officers and Staff of a Council carry out your roles with minimum change which enhances and improves the running of the Council.

I propose that the Management Working Group is instructed to look into the Structure of Westbury Town Council and report back to Full Council at either January/March 2013 meetings with its findings. Reasoning for this proposal, that some of our Working Groups duplicate the work they do and amalgamation of some of them will free up time of the Council's Officers and Staff. I stress that this proposal is not aimed at reducing the level of public meetings.

- 18. NOTICE OF MOTION** received from Cllr Mrs S Ezra on 26th April 2012.

All committee minutes and working group notes should be circulated within 14 days of the meetings to all Town Council members. This could either be by e-mail or post.

- 19. CODE OF CONDUCT COMPLAINTS.**

- a. **WC-34/11, WC-36/11 and WC-37/11.** Further report by Cllr S Andrews.
- b. **WC54/11 and WC57/11.** Report by Cllr S Andrews.

- 20. TO ADOPT WESTBURY TOWN COUNCIL'S STANDING ORDERS AND FINANCIAL REGULATIONS.** (See attached.)

- 22. TO RE-APPOINT RBS AUDITING SOLUTIONS LTD AS THE TOWN COUNCIL'S INTERNAL AUDITOR.**

- 23. ANNUAL SUBSCRIPTIONS.** To approve, in accordance with Standing Order No. 11, payment of the under-mentioned subscriptions:-

2011/12

Wiltshire Association of Local Councils/NALC-	-	to be notified	£1,185.35
W.Wilts/Elblag Twinning Association	-	to be notified	£10 .00
Community First	-	£36.00	
Society of Local Council Clerks	-	to be notified	£190.00
Clerks & Councils Direct	-	£12.00	
Community Matters	-	to be notified	£74.50

- 24. ANNUAL REPORT BY MR SEAN PRICE, TOWN CRYER.**

- 25. CLERK'S CORRESPONDENCE (if any).**

- 26. REPORT BY THE LAVERTON INSTITUTE TRUST MANAGEMENT COMMITTEE.** Cllr R Hawker to report.

- 27. REPORT BY THE TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER.** To accept the Clerk's Financial Report.

- 29. NOTICE OF MOTION** received from the Finance Committee on 26th March 2012.

- a. To approve budget transfers to ear marked reserves (see attached).
- b. To approve the Capital Projects Programme 2012-2017 (see attached).

- c. Arising from the First Interim and Interim Update Internal Audit Reports 2011-12 to approve the following:
- i. that the management of risk and completion/review of annual assessments should be included in the Finance Committee's terms of reference.
 - ii. that the petty cash imprest level be decreased from £200.00 to £100.00.

30. MONTHLY STATEMENT – 31st MARCH 2012. (To be forwarded.)

- 31. PAYMENT OF ACCOUNTS.** To authorise lists of payments made since the last Meeting or to be made and to confirm the action of the Clerk, Chairman and one other Member in signing the necessary orders for payment and Bank Transfers:-

2 nd April 2012	-	£22,057.93
9th May 2012	-	As presented

- 32. 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.**

NOTICE OF MOTION received from Cllr S Miles on 26th April 2012. Cllr Miles requested that this Notice of Motion appears as a Part II item.

That the Town Diary Task and Finish Working Group be disbanded and merged with the Website Working Group to form a new Working Group under the title of the Town Council Website Management Working Group to oversee the continuing maintenance and management of the Westbury Town Council website and similarly to implement and then maintain and manage the Westbury Town Diary which will be primarily presented on the Town Council website.

To resolve to return to open Council.

- c. Arising from the First Interim and Interim Update Internal Audit Reports 2011-12 to approve the following
 - i. that the management of risk and completion/review of annual assessments should be included in the Finance Committee's terms of reference.
 - ii. that the petty cash imprest level be decreased from £200.00 to £100.00.

30. MONTHLY STATEMENT – 31st MARCH 2012. (To be forwarded.)

31. PAYMENT OF ACCOUNTS. To authorise lists of payments made since the last Meeting or to be made and to confirm the action of the Clerk, Chairman and one other Member in signing the necessary orders for payment and Bank Transfers:-

2 nd April 2012	-	£22,057.93
9th May 2012	-	As presented

32. 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.

NOTICE OF MOTION received from Cllr S Miles on 26th April 2012. Cllr Miles requested that this Notice of Motion appears as a Part II item.

To resolve to return to open Council.

