

30th October 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 NOVEMBER 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 3rd September 2012 and the 24th September 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. MINUTES of COMMITTEES.** To receive and consider Minutes and recommendations of the following Committees:-

Highways, Planning & Development Committee	-	17.09.2012
Highways, Planning & Development Committee	-	15.10.2012
Highways, Planning & Development Committee	-	22.10.2012
General Purposes Committee	-	01.10.2012
Finance Committee	-	10.09.2012

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. **MATTERS ARISING FROM THESE MINUTES** (if any). **Note: no new decisions can be taken.**
9. **NOTICE OF MOTION received from the Finance Committee dated 10th September 2012.** To approve any remaining budget from the recent refurbishment of the Westbury White Horse to be placed in an ear marked reserve to contribute to future upkeep of the White Horse.
10. **NOTICE OF MOTION received from the Management Team dated 29th October 2012.**

To approve and adopt the following procedures (see attached):

Disciplinary
Grievance
Complaints
Car Usage
Member and employee protocols
Disability discrimination

11. **NOTICE OF MOTION received from the Management Team dated 29th October 2012.**

To approve the following amalgamation of working groups, together with the committee to which each group will report:

Christmas Working Group and Street Fayre Working Group

New name: Events Working Group
Reporting to: GP Committee

Play Areas Working Group and Leisure Facilities Working Group

New name: Play & Leisure Facilities Working Group
Reporting to: HP&D Committee

Flood Relief Working Group and Emergency Planning

New name: Emergency Planning Working Group
Reporting to: HP&D Committee

Car Parks Working Group and TCVG

New name: Town Centre Viability Group
Reporting to: HP&D Committee

It is further recommended that the Health Working Group be suspended, and that CCTV and LITMWG continue to report to Town Council, the Street Furniture Working Group continues to report to the Highways, Planning & Development Committee; and Tourism, Website and Delegation of Services continue to report to the General Purposes Committee.

12. **APPOINTMENT OF REPRESENTATIVE TO LEIGH PARK COMMUNITY ASSOCIATION.** Cllr M Cuthbert-Murray to report.
13. **ANNUAL RETURN FOR YEAR ENDED 31ST MARCH 2012. To receive the Annual Return for 2011-2012 and to note the External Auditor's Report.** (See attached.)
14. **INTERNAL AUDIT REPORT. To receive the Internal Audit Report 2012-13 (Interim), and to note the recommendation under the Action Plan.** (See attached.)
15. **ANNUAL REPORT AND ACCOUNTS OF THE LAVERTON INSTITUTE. To receive the Annual Report and Accounts for 2011-2012, and to approve these prior to submission to the Charity Commission.** (See attached.)
16. **FINANCE COMMITTEE MEETING.** To change the date of the next Finance Committee meeting from Monday, 10th December to Wednesday, 19th December 2012.
17. **CLERK'S CORRESPONDENCE/MATTERS** (if any).
18. **THE LAVERTON INSTITUTE TRUST MANAGEMENT COMMITTEE.** Report by Cllr Mrs S Ezra.
19. **CCTV WORKING GROUP.** Report by Cllr Mrs S Ezra.
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:-

1 st October 2012	-	£20,362.88
5 th November 2012	-	As presented
 - b. **Monthly Statement** (to be distributed)

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. *PART II – STAFFING*
24. *PART II - EMPLOYMENT ADVICE.*
25. ***PART II – INSTALLATION OF NEW PLAY EQUIPMENT AT GRASSACRES PARK, AND REPAIRS/MAINTENANCE TO PENLEIGH SKATEPARK.***
26. **To resolve to return to open Council.**