21st December 2012

YOU ARE HEREBY SUMMONED to attend a MEETING of WESTBURY TOWN COUNCIL to be held at THE LAVERTON, BRATTON ROAD, WESTBURY on MONDAY, 7th JANUARY 2013 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. **PRESENTATION BY SPIREfm (Warminster & Westbury).**

2. **TO RECEIVE APOLOGIES** (if any) **AND REASONS FOR ABSENCE.**

3. **DECLARATIONS OF INTEREST** (if any) **AND REASONS**. (Members must be diligent regarding their interests.)

4. **MINUTES.** To approve as a correct record the Minutes of the Town Council Meetings held on the 5th November 2012, 19th November 2012 and 19th December 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.

5. **MATTERS ARISING FROM THESE MINUTES** (if any). **Note: no new decisions can be taken**

   Members' matters arising from these previous Minutes.

6. **POLICE REPORT.**

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:-

Finance Committee	-	19.12.2012
General Purposes Committee 03.12.2012	-	
Highways, Planning & Development Committee	-	19.11.2012
Highways, Planning & Development Committee	-	17.12.2012

9. **MATTERS ARISING FROM THESE MINUTES** (if any). **Note: no new decisions can be taken.**

10. **NOTICE OF MOTION received from the Finance Committee on 19th December 2012.**

    a. To approve the small grants allocation for 2012-2013 as recommended. (See attached.)

    b. To approve the following additional grants for 2012-2013 as recommended under the powers of the Local Government Act 1972 Section 137:

        a. Imperial Charity - £250.00.
        b. West Wiltshire/Elblag Twinning Association - £200.00.

        Please see attached correspondence.

11. **NOTICE OF MOTION** received from the Finance Committee dated 19th December 2012:

    a. To reinstate the Internal Audit Review Working Group (reporting directly to the Finance Committee).

    b. The following members are recommended for appointment to the Working Group:

        Cllr S Andrews
        Cllr Mrs S Ezra
        Cllr D Jenkins
        Cllr G King

12. **NOTICE OF MOTION received from the Management Team dated 20th December 2012** to approve and adopt the following policy (see attached):

    Wiltshire Pension Fund – Employing Authority Discretions.

13. CODE OF CONDUCT – DISPENSATIONS. The following recommendations were deferred from the Town Council meeting held on the 19th December 2012.

a. To RESOLVE that requests for dispensations are put in writing to the Clerk, who will put them forward for discussion and consideration by the Management Team.

b. To RESOLVE all future Town Council and committee agendas will include an expanded Declarations of Interest item to become Declarations of Interest and Dispensations agreed. Application for dispensation should not be made at the Council meeting at which the business itself is to be discussed.

14. WESTBURY AREA WELLBEING (part of the Community Plan). To approve Westbury Town Council's support of Westbury Area Wellbeing (see attached).

15. CLERK'S CORRESPONDENCE/MATTERS.

a. Westbury Heritage Society. E-mail thanking the Town Council for the grant of £7,000.00.

b. Mr C Burrows, Mad Hatters Cafe. Complaint regarding the cancellation of the Christmas events on Saturday, 24th November (see attached).

16. THE LAVERTON INSTITUTE TRUST MANAGEMENT COMMITTEE. Cllr Mrs S Ezra.

17. CCTV WORKING GROUP. Cllr Mrs S Ezra.

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

19. ACCOUNTS:

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:-

3rd December 2012	-	£37,567.43
7th January 2013	-	As submitted

Direct Debits. To approve the following variable direct debits for 2012-2013:

British Telecom	-	Laverton Hall broadband and telephone
South West Communications	-	WTC office telephone and service charge.
Vodafone	-	Town Clerk's mobile phone calls
Npower	-	Laverton Hall electricity supply
Corona		Laverton Hall gas supply
Public Works Loan Board	-	Loan repayment

Wiltshire Council - WTC Office rates