

7th May 2013

YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL MEETING OF WESTBURY TOWN COUNCIL TO BE HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY, ON MONDAY 13th MAY 2013 AT 7:00pm.

Yours faithfully

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. DISPENSATIONS.**
- 6. DECLARATIONS OF INTEREST (if any) AND REASONS. (Members must be diligent regarding their interests.)**
- 7. POLICE REPORT.**
- 8. WESTBURY AREA FORUM.**
 - a. Presentation by Mr Richard Hatt, Headteacher, Westbury C of E Junior School (see attached).**

b. To consider the following grant application:

“That the Town Council recognises the valuable contribution the Westbury Area Forum makes to the life of the families in its community, and therefore agrees to support financially. The Town Council will receive regular reports on progress made. This arrangement to be reviewed annually (see attached).

9. WILTSHIRE WEST DISTRICT SCOUT ASSOCIATION.

a. Presentation by Mr John Cox, Chairman, Wiltshire West District Scout Association.

b. To consider a further grant application to complete the Jubilee Scout Camp Site and Youth Activity.

10. REPORT BY MR SEAN PRICE, TOWN CRYER.

11. WILTSHIRE COUNCILLORS’ REPORT. Members wishing to ask questions of the Wiltshire Councillors are requested to give prior notice to the Clerk for onward transmission.

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

12. MINUTES. To approve as a correct record the Minutes of the Town Council Meetings held on the 4th March 2013 and 11th March 2013, 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).

13. MATTERS ARISING: Note: no new decisions can be taken.

Members’ matters arising from these previous Minutes.

14. APPOINTMENT OF COMMITTEES. To appoint Members to serve on Committees for the ensuing year. The previous Membership was as follows:-

General Purposes Committee:

Town Mayor and Town Mayors Deputy (ex officio) and Cllrs Stephen Andrews, D Bradshaw, I Cunningham, Stephen Miles, M Sutton and David Tout. (1 vacancy.)

Highways, Planning & Development Committee:

Town Mayor and Town Mayors Deputy (ex officio) and Cllrs R Hawker, D Jenkins, G King, Mrs C Mitchell, F Morland, Mrs D O’Hara and D Windess.

Finance Committee:

Town Mayor and Town Mayors Deputy (ex officio). Three members from each of the General Purposes Committee and Highways, Planning & Development Committee to be elected at the first meetings of these committees.

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

2013

20 th May	Highways, Planning & Development Committee
3 rd June	General Purposes Committee.
10 th June	Finance Committee
17 th June	Town Council (6.15 pm)
17 th June	Highways, Planning & Development Committee.
1 st July	Town Council
15 th July	Highways, Planning & Development Committee.
5 th August	General Purposes Committee.
19 th August	Highways, Planning & Development Committee.
2 nd September	Town Council.
9 th September	Finance Committee
16 th September	Highways, Planning & Development Committee.
30 th September	General Purposes Committee.
21 st October	Highways, Planning & Development Committee.
4 th November	Town Council.
18 th November	Highways, Planning & Development Committee.
2 nd December	General Purposes Committee.
9 th December	Finance Committee
16 th December	Highways, Planning & Development Committee.

2014

6 th January	Town Council.
20 st January	Highways, Planning & Development Committee.
3 th February	General Purposes Committee.
17 th February	Highways, Planning & Development Committee.
3 th March	Town Council.
10 th March	Finance Committee
17 th March	Highways, Planning & Development Committee.
7 th April	General Purposes Committee.
21 st April	Highways, Planning & Development Committee.
28 th April	Annual Town Meeting.
12 th May	Annual Town Council Meeting.

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

16. **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: Vacancy

BA13 Community Partnership: Cllrs Stephen Andrews and D Windess

Community Operations Board (Campus): Cllr Mrs S Ezra

Elblag Twinning Association: Cllr Russell Hawker

Leigh Park Community Association: Vacancy

Leighton Sports Association: Vacancy

Police Liaison Committee: Cllr David Bradshaw
Warminster & Westbury CCTV Committees: Cllrs Mrs Sue Ezra and Dave Tout
Westbury Amateur Swimming Association: Vacancy
Westbury Area Board: Cllrs Stephen Andrews and Sue Ezra
Westbury Chamber of Commerce, Trade & Industry: Vacancy
Westbury District Twinning Association: Cllr Stephen Miles
Westbury Heritage Society: Cllr Russell Hawker
Westbury (Wilts) Welfare of the Elderly Association: Cllrs Mrs Christine Mitchell, Mrs Sue Ezra, Gordon King.
CAYPIG: Cllrs Sue Ezra and Russell Hawker.
West Wilts Rail Users Group: Cllr David Tout (vacancy)
Wiltshire Association of Local Councils: Keith Harvey, Town Clerk
Wiltshire Council Rights-of-Way Contact: Keith Harvey, Town Clerk. Cllr David Tout deputises in the Clerk's absence.

17. WORKING GROUPS: To review membership if appropriate.

The previous representatives are shown below:

CCTV Working Group – Cllrs Mrs 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
Events Westbury Working Group (to include Xmas Lights) – Cllrs Mrs Sue Ezra, Mrs Christine Mitchell, Dave Tout, and Keith Harvey (2 vacancies).
 Co-opted Members: Stephen Baggs (Community Outreach Officer - White Horse Team) Westbury Churches Together, Westbury Library, Westbury Chamber of Commerce (Cllr D Jenkins), 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, Gordon King, Stephen Miles and David Tout.
The Laverton Institute Trust Management Working Group - Cllrs Stephen Andrews, M Cuthbert-Murray, David Bradshaw, Ian Cunningham, Mrs Sue Ezra, Mrs D O'Hara and W D Tout.
Emergency Planning Working Group – Cllrs David Bradshaw, Ian Cunningham, Gordon King and Dave Tout. (Vacancy.)
Play & Leisure Facilities Working Group – Cllrs David Bradshaw, Ian Cunningham, Mrs Sue Ezra, Mrs Christine Mitchell and David Tout. (Vacancy) Co-opted Member: David Jenkins (Wessex Chamber of Commerce).
Street Furniture Working Group – Cllrs Ian Cunningham, Mrs Sue Ezra, David Jenkins and David Tout. (2 vacancies)
Town Centre Viability Group (TCVG & Car Parks) – Cllrs Stephen Andrews, Ian Cunningham, Mrs Sue Ezra, Russell Hawker, Mrs Christine Mitchell and David Tout. Co-opted Member: David Jenkins (Wessex Chamber of Commerce).
Website Working Group. Cllrs I Cunningham, M Cuthbert-Murray, Mrs Sue Ezra, Russell Hawker and Gordon King. (Vacancy)
Westbury Tourism Group – Cllrs Mrs Sue Ezra, Russell Hawker David Jenkins and Dave Tout. Co-opted members: Westbury Heritage Society, Westbury Community Area Manager and Wiltshire Council Archivist.

18. TASK & FINISH GROUPS – To review previous membership if necessary
Charter Fairs & Markets. Cllrs S Miles, I Cunningham, G King, D Tout.

Communications – Cllrs I Cunningham, R Hawker, G King, F Morland, and W D Tout.
War Memorial – Cllrs I Cunningham, M Cuthbert-Murray, Mrs S Ezra, R Hawker, S Miles, M Sutton, D Tout. Co-opted members: – Mrs S Hendry, Mrs M Kneen and D Whale.

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

Highways, Planning & Development Committee	-	18.03.12
Highways, Planning & Development Committee	-	15.04.12
Interim Highways, Planning & Development Committee	-	29.04.12
General Purposes Committee	-	02.04.12

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

21. **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:-

	<u>2013/14</u>	<u>2012/13</u>
Wiltshire Association of Local Councils/NALC	- to be notified	£1,240.32
W.Wilts/Elblag Twinning Association	- to be notified	£10 .00
Community First	- to be notified	£36.00
Society of Local Council Clerks	- to be notified	£220.00
Clerks & Councils Direct	- £12.00	
Community Matters	- £74.50	
Action for Market Towns	- £222.00	

24. **SCHOOL GRANTS APPLICATIONS 2012-2013.** To approve the following school grant applications (see attached):

- a. **Westbury Leigh CE Primary School** - £500 to improve the school library.
b. **Westbury C of E Junior School** - £500 towards a spiritual garden project.

25. **WESTBURY SWIMMING POOL – 125TH ANNIVERSARY (24th May 2013).**
Cllr D. Bradshaw to report.

26. **CLERK'S CORRESPONDENCE:**

- a. **Westbury Infants School** – thank you for the £500 grant towards outside seating.
b. **The Wiltshire Bobby Van Trust** – thank you for the £400 grant.

27. REPORT BY THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP. Cllr Mrs Sue Ezra to report.

28. CCTV WORKING GROUP. Cllr Mrs S Ezra to report.

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

30. EAR MARKED RESERVES. To approve the following budget transfers to ear marked reserves:

TCVG	-	£1,000 to reserve code 365
Legal Fees	-	£20,000 to a new reserve
Section 137 grants	-	£1,500 to a new reserve

(For information, see the attached current ear marked reserve list.)

31. DIRECT DEBITS. To approve the continuing use of the following variable direct debits:

South West Communications (monthly – WTC Office telephone calls)
South West Communications (quarterly – Service charge)
Vodafone (Town Clerk's mobile phone calls)
Npower (Laverton Hall electricity)
Wiltshire Council (WTC Office Rates)
British Telecom (Hall telephone and broadband)
Action for Market Towns (Annual subscriptions)
TV Licence (Laverton Hall)

32. TO APPROVE THE CAPITAL PROJECTS PROGRAMME 2012/13 to 2016/17
(see attached).

33. 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	-	£20,489.85
13th May 2012	-	As presented