

27th August 2013

YOU ARE HEREBY SUMMONED to attend a MEETING of WESTBURY TOWN COUNCIL to be held at THE LAVERTON, BRATTON ROAD, WESTBURY on MONDAY, 2nd September 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. **TO RECEIVE APOLOGIES** (if any) **AND REASONS FOR ABSENCE.**
2. **DISPENSATIONS** (if any).
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 1st July 2013, 15th July 2013 and 12th August 2013; 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. **STANDARDS COMPLAINT WC 03/12 – CLLR RUSSELL HAWKER – DECISION NOTICE.** To receive the decision notice as approved informally by the Wiltshire Council Standards Sub-Committee, and to consider the recommendations therein. (See attached.)
Note: Any decision will be dependent upon the subsequent approval of this decision notice by Wiltshire Council on 3rd September 2013.

8. **WILTSHIRE COUNCILLORS' REPORTS.** Members wishing to ask questions of Wiltshire Councillors are requested to give prior notice to Wiltshire Cllrs R Hawker, D Jenkins and G King, or to the Clerk for onward transmission.

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

| | | |
|--|---|----------|
| General Purposes Committee | - | 05.08.13 |
| Highways, Planning & Development Committee | - | 15.07.13 |
| Highways, Planning & Development Committee | - | 05.08.13 |
| Highways, Planning & Development Committee | - | 19.08.13 |

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

11. **NOTICE of MOTION received from the Management Team dated 15th July 2013.**

Various matters raised by Mr & Mrs B Evans (see attached).

- a. **Prayers.** To recommend that Prayers continue to be said, but prior to the start of the agenda. Any member of the public or Town Council may wait outside until the meeting commences.
- b. **Town Mayor & Chair of the Town Council.** That these two roles continue to be held by one elected member of the Town Council.
- c. **Investment in overseas banks.** The Clerk to report.
- d. **Town Council Minutes of Part II decisions – Freedom of Information Act.** The Clerk to report.

12. **NOTICE of MOTION received from The Laverton Institute Trust Management Working Group dated 23rd July 2013.**

Hall floor buffer/polisher. As spares are no longer available for the old polisher, to recommend purchasing a new Nilfisk polisher (FM400 D dual speed polisher) at a cost of £670. Two further prices were obtained for similar polishers at £715 and £1,318.24.

13. **NOTICE of MOTION received from the Emergency Planning Group dated 25th July 2013.**

Now that the Flood Working Group's remit has been expanded to cover emergency planning, the Emergency Planning Group reports to full Town Council instead of the Highways, Planning & Development Committee.

14. NOTICE of MOTION received from Cllr I Taylor dated 5th August 2013.

This Council wishes to thank Cllr Stephen Andrews for his leadership of the LITMC from 2009 to late 2011; his supervision of the successful refurbishment of the Hall, and his achievement in raising over £100,000 in grants towards the cost of the work entailed.

15. NOTICE of MOTION received from the Play Areas Working Group dated 14th August 2013.

The Play Areas Working Group would like the Town Council to release £1,718.17 from the agreed £3,000.00 in the Capital Budget to enable the working group to install a 'Revolva' roundabout in the Timor Road play area, instead of the 'Buddy Board'. The extra cost of this is £10,061.90 ex VAT, but including base and installation. The balance of £8,343.73 will be met from Section 106 monies. (See attached.)

16. NOTICE of MOTION received from the Management Team dated 19th August 2013.

Policies & Procedures. To approve the Draft Grants Policy as presented. (See attached.)

17. REINSTATEMENT OF THE WAR MEMORIAL IN THE MARKET PLACE (T.2883). Cllr S Andrews to report.

18. INTERNAL AUDIT REPORT. To receive the Internal Audit Report 2012-13 (Final), and to note the recommendations under the Action Plan. (See attached.)

19. ANNUAL REPORT AND ACCOUNTS OF THE LAVERTON INSTITUTE. To receive the Annual Report and Accounts for 2012-2013, and to approve these prior to submission to the Charity Commission. (See attached.)

20. COMMITTEE MEETINGS. To amend the dates and times of the next Finance and General Purposes Committees as follows:

- a. Finance Committee scheduled for the 9th September – defer to Monday, 7th October at 6.00 pm.
- b. General Purposes scheduled for the 30th September – defer to Monday, 7th October at 7.00 pm.

21. CLERK'S CORRESPONDENCE/MATTERS:

- a. **Review of the Great Western Planned Rail Electrification (T.2889).** Reply from The Rt Hon Simon Burns MP, Minister of State for Transport. (See attached.)

- b. **Mr John Cox, Chairman, Wiltshire West District Scout Association (T.2837).** Invitation to the Jubilee Wood Scout Camp Site Open Days. (See attached.)
- c. **Pay Award.** To note the National Joint Council for Local Government Services (NJC) has confirmed that the Local Government Employers and trade unions have agreed a pay increase of 1% effective from 1st April 2013.

22. **THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.** Report by Cllr D Bradshaw.

23. **CCTV WORKING GROUP.** Report by Cllr Mrs S Ezra.

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

25. **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:-

| | | |
|------------|---|--------------|
| 05.08.2013 | - | £15,889.08 |
| 02.09.2013 | - | As submitted |

26. **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.**

27. **NOTICE of MOTION received from the CCTV Working Group dated 23rd August 2013 (see attached).**

- a. **BT Redcare/Digivision – connection of new cameras.**
- b. **Maintenance Agreement.**

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