

29th October 2013

YOU ARE HEREBY SUMMONED to attend a MEETING of WESTBURY TOWN COUNCIL to be held at THE LAVERTON, BRATTON ROAD, WESTBURY on MONDAY, 4th NOVEMBER 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

TWO MINUTES SILENCE

In remembrance of all those persons who lost their lives during the Great War, Second World War and subsequent armed conflicts.

- 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 2nd September 2013 (previously circulated with Town Council agenda for 22/10/2013) and 22nd October 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. 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.
- 8. MINUTES of COMMITTEES.** To receive and consider Minutes and recommendations of the following Committees:-
- | | | |
|--|---|---------------------------------|
| Finance Committee | - | 7 th October 2013 |
| Finance Committee | - | 14 th October 2013 |
| General Purposes Committee | - | 7 th October |
| Highways, Planning & Development Committee | - | 16 th September 2013 |
| Interim Highways, Planning & Development Committee | - | 1 st October 2013 |
| Highways, Planning & Development Committee | - | 21 st October 2013 |
- 9. MATTERS ARISING FROM THESE MINUTES (if any). Note: no new decisions can be taken.**
- 10. VACANCY – TOWN CENTRE VIABILITY GROUP.** To appoint a councillor to this vacancy following the recent resignation of Cllr R Hawker from this Group. Current membership: Cllrs D Bradshaw, I Cunningham, D Jenkins (Co-opted - Chamber of Commerce), G King, F Morland and WDC Tout.
- 11. NOTICE of MOTION received from the Town Centre Viability Group (TCVG) dated 23rd July 2013.**
- To change the name of the TCVG to Town Improvement Group (TIG).
- 12. NOTICE of MOTION received from Cllr M Sutton dated the 10th October 2013.**
- Town Council is asked to set up a Task and Finish Group to decide the criteria for committee agendas and report back to the council with an action plan.
- 13. NOTICE of MOTION received from the Finance Committee dated 14th October 2013.**
- Draft Grants Policy.** To recommend that the Grants Policy, as presented, be approved. (F.107)
- 14. NOTICE of MOTION received from Cllr W D Tout dated 20th October 2013.**
- Chairman/Vice-Chairman, Highways, Planning & Development Committee**
If any of the Westbury's elected members of Wiltshire Unitary Council are elected to the position of Chair/Vice Chair of the Western Planning Committee they cannot be elected to the same positions on Westbury Town Council's Highways, Planning & Development Committee at the same time due to good governance and perceived conflicts of interests.

15. **NOTICE of MOTION received from Cllr W D Tout dated 20th October 2013.**

White Horse Surgery Bus Shelter

This Council instructs the Town Clerk to purchase a bus shelter like the one in situ at Warminster Road/Wellhead Road junction to be installed at the bus island at the Westbury White Horse Surgery. The cost of the monies to come from the Ear Marked Reserve Bus Shelter account in the current budget.

16. **NOTICE of MOTION received from Cllr D Jenkins dated 28th October 2013.**

This Council notes the 100th anniversary of the Great War in 2014 and resolves to raise a working party / task and finish group to consist of 4 members to consider how best Westbury will commemorate this landmark event. The working party should work in partnership with other organisations and co-opt suitably qualified individuals as necessary.

17. **ANNUAL TOWN CLOCK SERVICE – SMITH of DERBY.** To consider again the decision made by the Finance Committee on 14th October 2013, when the following resolution was made:

“It was resolved that the Town Council will enter into a six year service agreement with Smith of Derby Ltd to take advantage of a 15% discount for payment in advance.”

On contacting Smith of Derby, it has been confirmed that “payment in advance” will commit the Council to paying the whole six years in advance as a one off charge of approximately £1,1.00.00 excluding VAT, giving a saving of between £250.00 and £275.00 (see attached).

18. **ANNUAL RETURN FOR YEAR ENDED 31ST MARCH 2013.** To receive the Annual Return for 2012-2013 and to note the External Auditor’s Report. (See attached.)

19. **DEBIT CARD AUTHORITY – WESTBURY TOWN COUNCIL BUSINESS ACCOUNT.** In order to assist David Lawrence, Development & Marketing Officer, in managing and running The Laverton Bar, to approve him as an authorised user.

20. **CLERK’S CORRESPONDENCE/MATTERS:**

- a. Insurance claim – third party injury 27th January 2012.
- b. Remembrance Day Parade – Sunday, 10th November 2013.

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

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

23. **EMERGENCY PLANNING WORKING GROUP.** Report by Cllr I Cunningham..

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:-

| | | |
|-------------------------------|---|--------------|
| 7 th October 2013 | - | £62,214.50 |
| 4 th November 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. **STAFFING MATTERS**

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