

29th April 2014

YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL MEETING OF WESTBURY TOWN COUNCIL TO BE HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY, ON TUESDAY, 6th MAY 2014 AT 7:00pm.

Yours faithfully

Town Clerk

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. REPORT BY MR SEAN PRICE, TOWN CRYER.**
- 9. WILTSHIRE COUNCILLORS' REPORT. Members wishing to ask questions of the Wiltshire Councillors are requested to give prior notice to the Clerk for onward transmission.**

10. **COMMUNICATIONS BY INCOMING TOWN MAYOR.** To receive such communications as the Town Mayor may wish to lay before the Council.
11. **MINUTES.** To approve as a correct record the Minutes of the Town Council Meetings held on the 3rd March 2014, 10th March 2014 and 14th April 2014, 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).

12. **MATTERS ARISING: Note: no new decisions can be taken.**

Members' matters arising from these previous Minutes.

13. **NOTICE of MOTION received from the General Purposes Committee dated 7th April 2014.**

Review of Committee Structure.

To consider the attached report and approve the following recommendations:

1. Rename GP Committee as Policy and Resources Committee.
2. Accept revised terms of references for committees and management team.
3. Consider the option to designate long term working groups as sub committees/committees.
4. Committees to review and scrutinise each meeting those Working Groups that report to it.
5. Working Groups and Task and Finish groups to be populated from full council rather than be restricted to relevant committee members.
6. Standing orders to be revised to reflect these changes.

14. **NOTICE of MOTION received from the General Purposes Committee dated 7th April 2014.** As part of the motion last November to commemorate the 100th anniversary of the Great War, it was agreed by Council that remembrance of the second World War be included, though there is no specific anniversary to commemorate. Even though this was the case, the group realised this was a mistake, and the focus of the group should be on the 100th commemoration.

It was agreed at the Great War Task & Finish meeting on Dec 16th 2014 that the Group aims to recommend an appropriate legacy to commemorate The Great War (1914-1918), working with and seeking advice from other organisations and individuals as appropriate.

To approve the renaming of the Working Group to "Great War Commemoration".

15. **NOTICE of MOTION received from Cllr R Hawker dated 25th April 2014.** "To set up a working group called "Party in Penleigh Park Working Group" comprising no more than 7 councillors plus co-opted members who will include Kevin Oliver (Wiltshire Council officer in charge of advising on and giving permission for the use of Penleigh Park Recreation Ground), David Anderson (local resident), Leander Morales, a representative to be nominated by Hearts and Minds and other local people with relevant skills who wish to help. The working group to be tasked with exploring the possibilities, providing support and progressing the matter as far as possible with a view to possibly handing over the management of the event eventually to a suitable third-party committee comprised mostly of local people."

Verbal presentation(s) / introductions to briefly be given by Cllr R Hawker, David Anderson (Westbury resident) and (possibly via Skype) a representative from the Hearts and Minds charity (which supports families with autistic children etc) about proposals to run a major all-day fund-raising event in Penleigh Park Recreation Ground starting Summer 2015, which will involve a funfair (not the one that usually attends each year so that different rides are involved), a BMX/Skate Board competition run by professionals, free music with bands organised by well known local organisers, stalls selling appropriate wares including food and drink (including a beer marquee) etc.

16. NOTICE of MOTION received from Cllr R Hawker dated 29th April 2014.

To form a working group comprised of no more than 7 councillors called the "Streetscene Working Group" which will work with the Town Clerk or nominated staff to organise and run a system for collecting issues from the public and local town and Wiltshire councillors relating to litter-picking, road maintenance, dog mess, grass cutting etc and passing prioritised issues to the Westbury Community Area Co-ordinator at Wiltshire Council. The group will need to co-operate with Wiltshire Council's new highways and streetscene maintenance system and designate a regular link person (possibly staff or a councillor on the group) to liaise regularly with the working group and WC's Area Co-ordinator. The group / link person will also need to keep the relevant Wiltshire Council Division members informed about the issues raised and priorities given to these issues in their Divisions.

Cllr R. Hawker to propose the motion and introduce Bill Parks, Head of Highways (and Streetscene) at Wiltshire Council covering the Westbury Community Area who will present an explanation of the new reporting system and how town councils and parish councils in Wiltshire need to set up their own system to collect and pass on prioritised issues for action on "Community Days" to deal with issues over and above the regular maintenance undertaken or to identify issues with the regular routine maintenance.

17. NOTICE of MOTION received from the Delegation of Services Working Group dated 29th April 2014.

Following recent meetings with Wiltshire Council Officers in connection with taking over Allotments, the Delegation of Services Working Group are recommending that Westbury Town Council show an expression of interest to Wiltshire Council by completing the necessary Community Asset Transfer forms.

Westbury Town Council has a Duty to provide Allotments and this is something the council has been pursuing for the last two years. By completing the CAT form it does not commit Westbury Town Council in any way.

18. 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, Mrs S Ezra, Stephen Miles, M Sutton and I Taylor.

Highways, Planning & Development Committee:

Town Mayor and Town Mayors Deputy (ex officio) and Cllrs I Cunningham, R Hawker, D Jenkins, G King, F Morland, W D Tout and P Wakeman.

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.

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

2014

19th May	Highways, Planning & Development Committee.
2nd June	General Purposes Committee.
9th June	Finance Committee.
16th June	Highways, Planning & Development Committee.
7th July	Town Council.
21st July	Highways, Planning & Development Committee.
11th August	General Purposes Committee.
18th August	Highways, Planning & Development Committee.
1st September	Town Council.
8th September	Finance Committee
15th September	Highways, Planning & Development Committee.
6th October	General Purposes Committee.
20th October	Highways, Planning & Development Committee.
3rd November	Town Council.
17th November	Highways, Planning & Development Committee.
1st December	General Purposes Committee.
8th December	Finance Committee
15th December	Highways, Planning & Development Committee.

2015

5th January	Town Council.
19th January	Highways, Planning & Development Committee.
2nd February	General Purposes Committee.
16th February	Highways, Planning & Development Committee.
2nd March	Town Council.
9th March	Finance Committee
16th March	Highways, Planning & Development Committee.
7th April	General Purposes Committee (Tuesday due to Bank Holiday).
20th April	Highways, Planning & Development Committee.
27th April	Annual Town Meeting.
5th May	Annual Town Council Meeting (Tuesday due to Bank Holiday) .

Meetings are held at The Laverton, Bratton Road, Westbury and start at 7:00pm

20. **APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES.**

68 (Westbury) Squadron ATC: Cllr S Miles

Army Liaison Committee: Cllr W D Tout

BA13 Community Partnership: Cllrs I Cunningham and D Windess

Community Area Young People's Issues Group (CAYPIG): Cllrs Mrs S Ezra and R Hawker

Community Operations Board (Campus): Cllr Mrs S Ezra
Elblag Twinning Association: Cllr M Sutton
Leigh Park Community Association: Cllr S Andrews
Police Liaison Committee: Cllrs D Bradshaw and David Windess
Warminster & Westbury CCTV Committees: Cllrs Sue Ezra and Dave Tout
Westbury Amateur Swimming Association: Cllr D Bradshaw
Westbury Area Board: Cllrs Mrs C Mitchell and D Windess
Westbury Chamber of Commerce, Trade & Industry: Cllr P Wakeman
Westbury District Twinning Association: Cllr S Miles
Westbury Heritage Society: Cllr S Miles
Westbury (Wilts) Welfare of the Elderly Association: Cllrs I Cunningham, G King and D Windess
West Wilts Rail Users Group: Cllrs I Taylor, W D Tout and P Wakeman
Wiltshire Association of Local Councils: Mr K Harvey, Town Clerk. (Mrs B Mantle deputises in the Clerk's absence)
Wiltshire Council Rights-of-Way Contact: Mr K Harvey, Town Clerk. (Cllr W D Tout deputises in the Clerk's absence.)

21. MEMBERSHIP OF WORKING GROUPS.

CCTV Working Group – Cllrs S Andrews, Mrs S Ezra, W D Tout and P Wakeman.

Co-opted members: West Wilts Trading Estate (2), Westbury Chamber of Commerce, Police, Warminster CCTV Control Room Supervisor.

Events Working Group – Cllrs D Bradshaw, I Cunningham, Mrs S Ezra, Mrs C Mitchell and W D Tout.

Co-opted members: Westbury Churches Together, Westbury Library, Westbury Chamber of Commerce, 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 S Andrews, I Cunningham, G King, S Miles and W D Tout.

The Laverton Institute Trust Management Committee - Cllrs D Bradshaw, I Cunningham, M Sutton, I Taylor and W D Tout.

Emergency Planning Working Group – Cllrs S Andrews, D Bradshaw, I Cunningham, G King, S Miles and W D Tout.

Play Areas Working Group - Cllrs D Bradshaw, I Cunningham, Mrs S Ezra, Mrs C Mitchell and W D Tout.

Street Furniture Working Group – Cllrs S Andrews, I Cunningham, Mrs S Ezra, D Jenkins, S Miles and W D Tout.

Town Centre Viability Group – Cllrs D Bradshaw, I Cunningham, R Hawker, G King, F Morland and W D Tout.

Website Working Group. Cllrs I Cunningham, G King, M Sutton and I Taylor.

Westbury Tourism Group – Cllrs I Cunningham, Mrs S Ezra, D Jenkins and W D Tout.

Co-opted members: Westbury Heritage Society, Westbury Community Area Manager and Wiltshire Council Archivist.

22. TASK & FINISH GROUPS.

Charter Fairs & Markets – Cllrs I Cunningham, G King, S Miles and W D Tout.

Communications – Cllrs I Cunningham, G King and W D Tout.

War Memorial – Cllrs I Cunningham, S Miles, M Sutton and W D Tout.

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

Highways, Planning & Development Committee	-	17.03.2014
Highways, Planning & Development Committee	-	14.04.2014
General Purposes Committee	-	07.04.2014
Finance Committee	-	10.03.2014

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

- 25. CARTER JONAS – FEE PROPOSAL.** To approve the following fee proposal to undertake a feasibility study in respect of:

- a. An enclosed storage area to the rear of the existing storage space adjacent the new boiler room.
- b. A multi-functional space for an emergency planning centre, meeting rooms and resources/IT centre located in the derelict store building to Snappersnipes elevation.
- c. A standalone storage unit located outside the kitchen door rear entrance to replace the existing corrugated iron shed.

NOTE: Applications for grant aid will be made by Mr John Parker, Consultant, towards the cost of these works.

Fee Proposal:

Items a. and c.	A feasibility study fee of £750
Item b. Snappersnipes emergency centre	A fee of £3,750 to include architectural design options, a structural appraisal and options with budget costs.

- 26. WESTBURY AREA FORUM.** The Area forums are a county wide initiative, which came into being in 2009 with Westbury becoming operational in September 2010. The aims of the Forum are to meet the needs of the most vulnerable families and children across the Westbury area, and engage those who are currently disaffected, and also to recognise the need to improve the life chances of the Westbury area to develop a cohesive community for the future. The forum achieves its aims by meeting monthly together as a group of professionals to discuss and solve problems.

To approve the continuing free hall hire for the Westbury Area Forum as agreed at the Annual Town Council meeting on 13th May 2014 (T.2836).

- 27. LOCAL COUNCIL RISK SYSTEM.** To approve the Town Council's Draft Risk Assessment for 2014-2015. (See attached.)
- 28. TO ADOPT WESTBURY TOWN COUNCIL'S STANDING ORDERS AND FINANCIAL REGULATIONS.** (See attached.)

29. TO RE-APPOINT RBS AUDITING SOLUTIONS LTD AS THE TOWN COUNCIL'S INTERNAL AUDITOR.

30. ANNUAL SUBSCRIPTIONS. To approve, in accordance with Standing Order No. 11, payment of the under-mentioned subscriptions:-

	<u>2014/15</u>	<u>2013/14</u>
Wiltshire Association of Local Councils/NALC	-	£1,240.32
W.Wilts/Elblag Twinning Association	-	£10 .00
Community First	-	£36.00
Society of Local Council Clerks	-	£227.00
Clerks & Councils Direct	-	£12.00
Community Matters	-	£74.50
Action for Market Towns	-	£222.00

31. CLERK'S CORRESPONDENCE:

Westbury Music & Arts Festival. Letter of thanks for the grant and support received.

32. REPORT BY THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP. Cllr D Bradshaw to report.

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

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

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

Administration	£5000	New reserve to cover handover from Assistant Town Clerk to new member of staff
	£500	New reserve to cover recruitment costs
Grants	£1500	School Grants EMR 369
	£2000	Drop kerbs EMR 345
Street Furniture	£500	New reserve Bus Shelter Maintenance
Floral Displays	£2000	New reserve Roundabouts Maintenance
Christmas	£1500	New reserve Christmas Lights replacement
TIG	£400	TIG EMR 365
Shows & Fairs	£7,643	Westbury Summer Celebration EMR 360
The Laverton	£423	New reserve Staff Training
	£428	New reserve Advertising publicity
	£2374	EMR 336 Laverton Hall Imps/Repairs

36. 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)

Action for Market Towns (Annual subscriptions)
TV Licence (Laverton Hall)

- 37. 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:-

3 rd March 2014	-	£17,500.82
7 th April 2014	-	£32,844.75
6 th May 2014	-	As presented