

10th June 2014

YOU ARE HEREBY SUMMONED to attend a MEETING of WESTBURY TOWN COUNCIL to be held at THE LAVERTON, BRATTON ROAD, WESTBURY on MONDAY, 16th June 2014 at 6.00 pm.

Yours faithfully

Town Clerk

Public Forum

Register between 5.50 pm – 6 pm
Maximum input per person – Strictly 5 minutes
Forum not to exceed 15 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. TO APPROVE THE ANNUAL RETURN, ANNUAL GOVERNANCE STATEMENT AND STATEMENT OF ACCOUNTS FOR 2013-2014.** (See attached.)
- 5. INTERNAL AUDIT REVIEW REPORT 2013-2014 (Final Update).**

To receive and consider the Internal Audit Report 2013-2014 (Final Update), together with the recommendations made by the Finance Committee on 9th June 2014 (see attached). (Copies previously circulated to each Member with the Finance Committee Agenda 09.06.2014.)

- 6. TOWN CLOCK (High Street).** Following the annual service by Smith of Derby Ltd, a report has been received regarding its cracked dial and damaged cover glasses. A quotation has been submitted by Smith of Derby Ltd to remove the broken parts of

the clock for use as templates to manufacture a new clock dial from acrylic and two opal acrylic dial covers at their workshops, and return to site to fit these new parts, set up, check and test. In addition, the cost of providing a hoist to remove and refit will also have to be met by the Town Council. (See attached report.)

It is recommended the following costs be approved:

Smith of Derby Ltd	-	£1,842.00 plus VAT
Wheeler's (Westbury) Ltd (Hire of hoist x 2)	-	£250.00 plus VAT

7. NOTICE of MOTION received from The Laverton Institute Management Working Group dated 11th June 2014.

Elevation Survey – The Laverton Institute. In addition to the Carter Jonas fee proposal already approved at the Annual Town Council meeting on 6th May 2014, to accept the quotation received from Anthony Brookes Surveys Ltd in the sum of £1,050.00 plus VAT for an elevation survey of The Laverton Hall in connection with the following proposed works affecting the exterior of the property:

- 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.