

**5<sup>th</sup> AUGUST 2014**

Dear Sir/Madam

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE POLICY & RESOURCES COMMITTEE TO BE HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY, ON MONDAY 11<sup>th</sup> AUGUST 2014 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**

- 1. TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.**
- 2. DISPENSATIONS.**
- 3. DECLARATIONS OF INTEREST (if any) AND REASONS.**
- 4. MINUTES.** To confirm and sign the Minutes of the Committee Meeting held on the 2<sup>nd</sup> April 2014. (Previously circulated with Annual Town Council Agenda for 7.7.14).
- 5. MATTERS ARISING (if any) FROM THESE MINUTES. Note: no new decisions can be taken.**

**Members Matters Arising.**

**6. TO APPOINT A VICE CHAIR** (Deferred from meeting of 2.6.14)

**7. PRESENTATION BY ADRIENNE WESTBROOK OF myENVOLVE:**

myEnvolve is a community engagement app that connects organisations with the people who live and use services in their locality. It facilitates them to engage in conversations about their community, collects information about local issues, runs surveys to gather data and promotes community awareness of local campaigns.

Organisations no longer need to put a survey into the back of a newsletter and spend hours collecting and analysing the data. myEnvolve uses technology to talk to local people in their own homes and automatically analyses the results, saving organizations time, money and resources.

myEnvolve also has powerful data mapping tools that help organizations understand which neighbourhoods are engaged with a campaign so they can plan their resources and engage those individuals and communities they are not currently talking too.

myEnvolve is innovative and unique in the market as it is able to connect engagement and consultation projects being undertaken locally, regionally and nationally and make them searchable to people in the UK based on their postcodes, so they can see all the projects that affect them, their life and their family in one place and engage with one click.

**8. NOTICE OF MOTION RECEIVED FROM Cllr I CUNNINGHAM ON 25<sup>th</sup>**

**JUNE – GREAT WESTERN RAIL FRANCHISE:** Westbury Town Council notes with regret that we were not included as a formal consultee for the recent Great Western rail franchise. As our railway station is a key element in the economy of our town, we should request that in future we are included in any consultations so that the council as a whole can schedule a session and a response if necessary. As a body, we were unaware of this consultation.

**9. RECOMMENDATION RECEIVED FROM Cllr I CUNNINGHAM ON 2<sup>nd</sup>**

**JUNE – REVIEW OF STANDING ORDERS ITEM 41:** To review item 41 of Standing Orders: “Members of Committees and Working Groups shall vote by a show of hands”.

**10. RECOMMENDATION RECEIVED FROM FINANCE COMMITTEE ON 9<sup>TH</sup>**

**JUNE - AUDIT REPORT 2013-14 (final update):** To recommend that the Action Plan is published on the Town Council website.

**11. RECOMMENDATION RECEIVED FROM Cllr G KING ON 20<sup>th</sup> JUNE- TO CONSIDER THE TOWN COUNCILS RESPONSE TO WILTSHIRE COUNCILS KERBSIDE GARDEN WASTE CONSULTATION (Cllr KING TO REPORT).**

**12. RECOMMENDATION RECEIVED FROM Cllr M SUTTON 21<sup>st</sup> JUNE -**

**WRITTEN REPORTS FROM WORKING AND TASK & FINISH GROUPS:**

When agenda items are requested prior to meetings, this request should include a request for written reports from Working and Task & Finish Groups. Any groups that have not met should respond as “not met” and a nil return is not acceptable.

- 13. RECOMMENDATION RECEIVED FROM Cllr M SUTTON 27<sup>th</sup> JULY – REVIEW AND MONITORING OF GRANTS:** To review the current process of awarding grants.
- 14. RECOMMENDATION RECEIVED FROM Cllr M SUTTON 27<sup>th</sup> JULY – CO-OPTION OF COUNCILLORS:** To formalise and incorporate into Standing Orders the co-option of councillors if and when necessary.
- 15. RECOMMENDATION RECEIVED FROM Cllr M SUTTON 27<sup>th</sup> JULY – FORMAL PLANNING AHEAD FOR TOWN COUNCIL:** Set up of a Task & Finish Group to give recommendations for future policy.
- 16. RECOMMENDATION RECEIVED FROM TOWN CLERK ON 31<sup>st</sup> JULY: TO OUTSOURCE HUMAN RESOURCES AND HEALTH & SAFETY FUNCTIONS:** (See attached).
- 17. RECOMMENDATION RECEIVED FROM TOWN CLERK ON 31<sup>st</sup> JULY: TO INCREASE THE AMOUNT TRANSFERED INTO THE CLERKS IMPREST ACCOUNT TO £11,000 PER MONTH.** (See attached)..
- 18. RECOMMENDATION RECEIVED FROM TOWN CLERK ON 31<sup>st</sup> JULY: TO REVIEW THE FREEDON OF INFORMATION POLICY.** To recommend the adoption of the above policy to Full Town Council.
- 19. RECOMMENDATION RECEIVED FROM TOWN CLERK ON 31<sup>st</sup> JULY: TO REVIEW EQUALITIES AND INCLUSION POLICY.** To recommend the adoption of the above policy to Full Town Council.
- 20. RECOMMENDATION RECEIVED FROM TOWN CLERK ON 31<sup>st</sup> JULY: TO REVIEW STAFF RECRUITMENT AND RETENTION POLICY.** To recommend the adoption of the above policy to Full Town Council.
- 21. RECOMMENDATION RECEIVED FROM TOWN CLERK ON 31<sup>st</sup> JULY: TO REVIEW ITEM 3.2 OF THE COMPLAINTS PROCEDURE POLICY.** To recommend the adoption of the revised policy to Full Town Council.
- 22. RECOMMENDATION RECEIVED FROM TOWN CLERK ON 31<sup>st</sup> JULY: FLY A FLAG FOR THE COMMOMWEALTH.** To consider the Town Council taking part in this annual event.
- 23. RECOMMENDATION RECEIVED FROM Cllr D BRADSHAW ON 5<sup>th</sup> AUG: PLANT A TREE AT JUBLIEE WOODS.** That Westbury Town Council plants a tree at Jubilee Woods at a cost of £30.
- 24. CHAIRMAN’S MATTERS FOR REPORT.**
- 25. BUDGET BIDS.**
- 26. CLERK’S CORRESPONDENCE/MATTERS.**
- 27. WORKING GROUP’S REPORTS/RECOMMENDATIONS:**

- a. Events Working Group.
- b. Website Working Group.
- c. Westbury Tourism Working Group.
- d. Delegation of Services Working Group.

**28. TASK & FINISH GROUPS REPORTS/RECOMMENDATIONS:**

- a. Charter Fairs & Markets
- b. Great War Commemoration

**29. ACCOUNTS:**

- a. **List of Payments** (to be circulated).