

29<sup>th</sup> SEPTEMBER 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 6<sup>th</sup> OCTOBER 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 11<sup>th</sup> August 2014. (Previously circulated with Town Council Agenda for 1.9.14).
- 5. MATTERS ARISING (if any) FROM THESE MINUTES. Note: no new decisions can be taken.**

**Members Matters Arising.**

**6. 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.

**7. NOTICE of MOTION received from the Events Working Group on 28<sup>th</sup> August 2014.**

**New Christmas Lights in the Market Place.** The Events Working Group requests that the Town Council approves the purchase of 8 new Stars & Crosses Column Motif lights, £280 each, at a total cost of £2240 + VAT, and for this expenditure to be met from the Rolling Capital Fund.

**8. NOTICE of MOTION received from Cllr M Sutton on 17<sup>th</sup> September 2014.**

**Electronic Agenda, reports and other documentation.** That Standing Orders be amended to give councillors the option of an electronic agenda if they so wish and a recommendation for acceptance be put to the next full Town Council meeting.

**9. NOTICE of MOTION received from Cllr M Sutton on 17<sup>th</sup> September 2014.**

**Town Crier.** That this committee considers whether the Town Crier should be replaced and, if so, whether the costs could be reduced by sharing with other councils.

It is further proposed that any recommendations be put to the next full Town Council meeting.

**10. NOTICE of MOTION received from Cllr M Sutton on 17<sup>th</sup> September 2014.**

**Community Grants.** In line with the current Grants Policy, this committee needs to identify those organisations that they would like to visit, but at least a minimum of three, and select councillors who apply to make those visits.

Those councillors to give a brief report at the December meeting of the P & R committee.

**11. NOTICE of MOTION received from Cllr M Sutton on 18<sup>th</sup> September 2014.**

**Standing Order Item 29c.** That the wording of Standing Order item 29c be amended to better reflect the original intent and that amendment submitted to the next full Town Council meeting for acceptance.

“Standing Order 29a only refers to decisions made by Town Council and does not apply to Working Groups, Task and Finish Groups or Committees which can revisit any decision prior to submission to Town Council”

**12. NOTICE of MOTION received from Cllr M Sutton on 18<sup>th</sup> September 2014.**

**Addition of item 33g to Standing Orders.** That this committee recommend to Town Council at the January 2015 meeting the adoption of the motion as detailed below.

That an extra clause, 33g, be added to Standing Orders stating “When Town Council or a committee wishes to set up a new Working Group or Task and Finish Group The Town Clerk to notify all members of Council prior to that meeting requesting any applications to sit on that group and at the that meeting those applications to be considered.

If there are more applications than there are places decisions should be made on the suitability of the applicants based on availability and suitability.”

**13. NOTICE of MOTION received from Cllr G King on 28<sup>th</sup> September 2014.**

**Notice of Motion – Revision of Standing Order 38.** The Policy & Resources is asked to consider the following revision to Standing Order 38:

**Current Wording & Structure**

No Committee / Working Group shall appoint a member of such a committee to negotiate with an Authority if that member is currently a member of that Authority. The minimum membership of each working group shall be 4 with a maximum of 7 members which includes two ex-officio members.

**Revised Wording & Structure**

- a) No Committee / Working Group shall appoint a member of such a committee to negotiate with an Authority if that member is currently an **executive** member of that Authority.
- b) The minimum membership of each working group shall be 4 with a maximum of 7 members which includes two ex-officio members.

**Recommendation:** The Policy & Resources Committee approves the revised wording and structure of Standing Order 38 and resolves to recommend the adoption of this change to the Town Council meeting on 3<sup>rd</sup> November 2014.

**14. RECOMMENDATION received from Cllr D Tout on 1<sup>st</sup> September 2014**

**Merge/name change of two working Groups.** The following motion by Cllr D Tout was referred to this committee by Town Council on 1<sup>st</sup> September 2014 (T.3161 motion 2) for consideration and recommendation.

“It is proposed to merge the Street Furniture & Delegation of Services Working Groups and call the new combined working group the Assets & Resources Working Group. This combined working group to report to the Policy & Resources Committee.”

**15. RECOMMENDATION received from Town Clerk on 25<sup>th</sup> September 2014.**

**Amendment to NALC 2013 model Standing Orders (England).** To discuss the amendments to the openness of Local Government Bodies Regulations 2014, (see attached).

Extract from legal briefing L02-14 (full copy attached):

On 6<sup>th</sup> August 2014, the 1960 act was amended by the Openness of Local Government Bodies Regulations 2014 (“the 2014 Regulations”). The amended 1960 Act provides that a person may not orally report to comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- a) film, photograph or make an audio recording of the meeting;
- b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

**Recommendation:** To further consider updating Standing Orders to incorporate the new provisions in the Public Bodies (Admissions to Meetings) Act 1960.

**16. RECOMMENDATION received from Town Clerk on 25<sup>th</sup> September 2014.**

**Grants Policy.** To review the current Grants Policy and recommend any changes to the next full Town Council meeting.

**17. FOUR SEASONS HEALTH CARE – letter in response to Care Quality Commission Report, dated 23<sup>rd</sup> September 2014.**

**Westbury Court Care Home.** To discuss the response received from Four Seasons Health Care in relation to the recent inspection and report by the Care Quality Commission, and recommend any response from the Town Council.

**18. GRANT REQUEST received from Westbury Infant School on 6.2.14.**

The school has requested the sum of £500 to be used to buy Jigsaw Puzzles, Board Games and Construction sets.

**19. GRANT REQUEST received from Bitham Brooke Primary School on 6.9.14.**

The school has requested the sum of £500 to be used to improve the all weather footpaths and buy seeds for the Global Garden.

**20. CHAIRMAN’S MATTERS FOR REPORT**

**21. BUDGET BIDS**

**Received from Great War Commemoration Group, 28<sup>th</sup> September 2014.**

To agree, in principle, to make a sum of £2,500 available to the Great War Commemoration Group in order that the group may continue to commemorate specific events of the Great War over the remainder of the 4 year period.

**Received from The Events Working Group on 29<sup>th</sup> September 2014.**

To increase the current budgets for both Christmas in Westbury and Maintenance of Equipment (lights) by 10%. Christmas in Westbury budget is currently £11,500 and would increase by £1,150 to £12,650. The Maintenance of Equipment budget is currently £13,000 and would increase by £1,300 to £14,300.

**22. CLERK’S CORRESPONDENCE/MATTERS.**

**23. WORKING GROUP'S REPORTS/RECOMMENDATIONS:**

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

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

- a. Charter Fairs & Markets
- b. Great War Commemoration
- c. Future Policy

**25. ACCOUNTS:**

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