

28th October 2014

YOU ARE HEREBY SUMMONED to attend a MEETING of WESTBURY TOWN COUNCIL to be held at THE LAVERTON, BRATTON ROAD, WESTBURY on MONDAY, 3rd NOVEMBER 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

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 Meeting held on the 1st September 2014, 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. **PRESENTATION BY HETREED ROSS ARCHITECTS LTD (Ann Ross and Ellie Risius).** To present designs for the multipurpose space, rear storage and shed at top of rear ramp.
8. **THE LAVERTON REFURBISHMENT – PHASE 6.**

Background. Over the last couple of months, elevation drawings of the building have been taken and the architect has been working on designing the various elements of work. Following this, a Pre-Planning application was submitted and we received a positive response from the Planning Officer. However, it was stated that it is not a guarantee of Planning Permission being approved.

Recommendation. The Laverton Institute Management Trust Working Group are recommending that the designs being submitted, together with the internal layout, be approved and forwarded as a Planning Application. Westbury Town Council has previously approved costs to this stage.

9. **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.
10. **MINUTES of COMMITTEES.** To receive and consider Minutes and recommendations of the following Committees:-

Highways, Planning & Development Committee	-	04.09.2014
Highways, Planning & Development Committee	-	15.09.2014
Highways, Planning & Development Committee	-	20.10.2014
Policy & Resources Committee	-	06.10.2014

11. **MATTERS ARISING FROM THESE MINUTES (if any). Note: no new decisions can be taken.**
12. **NOTICE of MOTION received from the Policy & Resources Committee dated 6th October 2014.**

New Christmas Lights in the Market Place. To approve the purchase of eight new Stars & Crosses Column Motif lights at £280 each, totalling £2,240 plus VAT, and for this expenditure to be met from the Rolling Capital Fund.

13. **NOTICE of MOTION received from the Policy & Resources Committee dated 6th October 2014.**

Electronic agendas, reports and other documentation. That Standing Orders be amended to give councillors the option of an electronic agenda if they so wish.

If approved, to agree a trial period until the end of April 2015, and that the Town Clerk issues an appropriate form for councillors to confirm their preferences.

14. NOTICES of MOTION received from the Policy & Resources Committee dated 6th October 2014.

Town Crier. To approve the appointment of a new Town Crier for the town of Westbury to take over duties from Mr Sean Price on his retirement in June 2015.

15. NOTICE of MOTION received from the Policy & Resources Committee dated 6th October 2014.

Standing Orders. To adopt the following additional clause under 33. Committees and Working Groups:

“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 that meeting those applications to be considered.

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

16. NOTICE of MOTION received from the Policy & Resources Committee dated 6th October 2014.

To agree to make a sum of £2,500 available to the Great War Commemoration Group from the General Reserve to commemorate specific events of the Great War over the remainder of the four year commemoration period.

17. NOTICE of MOTION received from the Policy & Resources Committee dated 6th October 2014.

Christmas in Westbury 2015. To approve the inclusion of the following increases to the Christmas & Christmas Lights budget in the Draft Budget 2015/16 to be considered by the Finance Committee on 8th December 2014:

Christmas in Westbury from £11,500 to £12,650 (10% increase)

Maintenance of Equipment (lights) from £13,000 to £14,300 (10% increase)

18. NOTICE of MOTION received from Cllr W D Tout on the 24th October 2014.

Merger of Streetscene & Street Furniture Working Groups. It is proposed that the Streetscene & Street Furniture Working Groups be merged/amalgamated.

Both working Groups have their remits, and at times these overlap with workload and membership. Whilst the Street Furniture Group deals with street furniture, over the last few years it has been reporting back to Wiltshire Council about grit bins, seating, road signs and lighting posts – all the responsibility of Wiltshire Council, as Highway Authority, and utility companies.

19. NOTICE of MOTION received from Cllr W D Tout on the 24th October 2014.

Presentations to Council. When a presentation to the Council at Full Council, Highways, Planning & Development, Finance and Policy & Resources meetings is to be made, that Standing Orders are automatically suspended by the Chair of the meeting without a vote immediately prior to the presentation. This allows for the presentation to be made and questions raised afterwards by councillors, the public and press strictly in that order. Reinstatement of Standing Orders to be made before voting on the subject matter.

20. WESTBURY VISION AND CAMPUS. THE WAY FORWARD FOR OUR TOWN. Report by Cllr Mrs S Ezra.

21. GREATER WESTERN ROUTE ELECTRIFICATION 2015. Report by Cllr W D Tout. (See attached.)

22. X-RAY SERVICES – WESTBURY (T.3142). To note the letter received from the NHS Wiltshire Clinical Commissioning Group, regarding the provision of x-ray services at the White Horse Medical Centre and local community hospitals, and to agree a response if necessary. (See attached.)

23. CLERK’S CORRESPONDENCE/MATTERS:

The Post Office – The Ham Post Office. (See attached.)

24. THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP. Report by Cllr D Bradshaw. (See attached.)

25. FUTURE POLICY TASK & FINISH GROUP. Report by Cllr M Sutton. (See attached.)

26. A350 WORKING GROUP. Report by Cllr M Sutton.

27. COMMUNICATIONS BY THE TOWN MAYOR. To receive such communications as the Town Mayor may wish to lay before the Council.

28. ANNUAL REPORT AND ACCOUNTS OF THE LAVERTON INSTITUTE. To receive the Annual Report and Accounts for 2013-2014, and to approve these prior to submission to the Charity Commission. (See attached.)

29. VISIT WILTSHIRE. To confirm Westbury Town Council’s continuing partnership with Visit Wiltshire, and to approve the payment of £721.00 plus VAT as a Town Partner for the period 1st December 2014 to 30th November 2015. (See attached.)

30. 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:-

6 th October 2014	-	£39,623.28
3 rd November 2014	-	As presented

31. 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.

32. STAFFING.

NOTICE of MOTION received from The Laverton Institute Management Working Group and the Management Team and on 27th October 2014.

33. To resolve to return to open council.